UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

copy of this memo is filed with Secy's Memo 1411
1-14-57

March 12, 1957

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Requests for Suggestions for USDA Centennial Observance

The first meeting of the USDA Centennial Planning Committee established by Secretary's Memorandum No. 1411 has been held and initial steps taken looking toward a comprehensive plan for the Centennial observance.

In its first meeting, the committee set tentative targets for the early planning stages. These include: Committee Report to the Secretary on Preliminary Plans, July 1, 1957; Report to Appropriate Representatives of Land-Grant Colleges, November, 1957; Submit Legislative Proposals to the Office of Budget and Finance, December 1, 1957.

Initial task force groups are to be named for preliminary planning in several areas, including: (1) Land-Grant College participation, (2) farm organization and industry cooperation, (3) USDA activities, and (4) Congressional relationships and participation.

The committee is now in the "idea-gathering" stage and would like to have your suggestions on a theme, programs and events suitable to the occasion. This information will be used by the task forces in the development of a proposed plan. Replies are requested by April 1, 1957.

Although the first meeting was not called for the purpose of considering special events, several suggestions were made that may stimulate your own thinking. Some of these were:

Field days at USDA Stations
A scholarly history of the First One-Hundred Years
100th Anniversary Yearbook
Caravan or Traveling Exhibition
Advertising Council Participation
Tie-in with State and County Fairs

Associate Agency activities with Centennial where possible
Museum Exhibit at Smithsonian

One suggestion has also been made that the Centennial, rather than report on a century of progress, emphasize the new era and the challenges and opportunities that lie ahead. Your reaction to such an approach also will be appreciated.

Please address your replies to J. K. McClarren, Assistant Director, Office of Information, Room 409A, who serves as secretary of the committee.

E. L. Peterson
Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

December 4, 1958

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

National Plan for Civil Defense and Defense Mobilization

Attached is a copy of the National Plan for Civil Defense and Defense Mobilization promulgated in October 1958 by the President. This Plan provides a framework for the non-military defense effort of the Federal Government, the States and their political subdivisions and the people.

The National Plan will be supported by a series of 41 annexes listed on pages vii and viii, and in Annex 41 which accompanies the National Plan. Other annexes are now being prepared. It is anticipated that most of them will be available by January 1, 1959 or shortly thereafter.

The Department of Agriculture is responsible for the preparation of Annex 31 - National Food Plan and for major contributions to Annex 24 - National Biological and Chemical Warfare Defense Plan; Annex 21 - National Fire Protection Plan; and Annex 32 - National Water Plan.

The National Plan recognizes the significant role of Federal agencies such as the Department of Agriculture in the total defense effort. Plans already developed by the Department are deemed basically consistent with the National Plan, although it will be necessary to recheck them as we go along. New plans are, of course, being developed in accordance with the National Plan and its annexes.

You are requested to retain this copy of the National Plan and any annexes which you may receive. Additional copies will be provided at the relocation sites of the Department for reference in emergency situations.

True D. Morse

True D. Morse
Acting Secretary

Attachment

Op. Alert 1961
Instruction No. 1

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

"THIS MEMORANDUM WILL BE IMPLEMENTED BY AN AMS NOTICE ~~OR INSTRUCTION~~"

April 5, 1961

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Participation of U. S. Department of Agriculture in Operation Alert 1961

Operation Alert 1961 consists of three phases which will involve USDA participation. A small number of employees at the national headquarters level and designated employees in the field will participate in the program phases of Operation Alert 1961.

All other USDA personnel not otherwise assigned will be expected to participate in local civil defense activities which apply to the general public in Phase 1. Such local participation will be of short duration and will be conducted between 4:00 and 4:30 p.m. EST on April 28.

SUPPORT FROM USDA AGENCY HEADS

It is requested that the Head of each USDA Agency advise his personnel to cooperate in Operation Alert 1961 in accordance with the individual's assignment. In Phase 1 it is also requested that USDA Agency Heads advise their personnel to participate in local civil defense exercises applicable to the general public.

COORDINATION

The Food and Materials Division, CSS, will coordinate the preparation of specific instructions and problems for personnel who have program assignments in the exercise.

PROGRAM ACTIVITIES OF USDA IN OPERATION ALERT 1961 WILL BE AS FOLLOWS:

Phase 1

Phase 1 of Operation Alert 1961 is a combined readiness build up and attack exercise. USDA participation in program aspects of this phase will begin on Wednesday, April 26 and extend through noon on Saturday, April 29.

The readiness build up beginning on Wednesday will last until the simulated attack begins at about 4:00 p.m. EST on Friday afternoon, April 28. The attack exercise will run from about 4:00 p.m. on Friday afternoon until 12:00 noon Saturday, April 29.

DISTRIBUTION
A,D

At the national level, a small number of USDA employees will participate in Phase 1 at the OCDM classified location. Those personnel will be selected and announced in the near future. No other program participation at the national level is planned. USDA will not activate Repoint.

At the regional level, the USDA Regional Liaison Representatives and their staffs of USDA agency representatives will participate. The RLR's and their secretaries will participate from Wednesday through Saturday noon, April 26 - April 29. The RLR's staff of USDA agency representatives will participate from Friday morning, April 28 through Saturday noon April 29.

At the State and county level, the USDA State and County EPC's will meet on Friday, April 28, to consider the developing attack pattern, to review progress of the exercise, and to exchange ideas of State and local governments.

Phases 2 and 3

Designated USDA personnel will later also participate in Phases 2 and 3 of Operation Alert 1961. The results of the simulated attack in Phase 1 will be used to analyze and determine the effects of the simulated attack on agricultural resources. This analysis will be made available to USDA RLR's and USDA State EPC's during the summer of 1961 as a basis for the resources exercise to occur later at national and State levels in Phase 2.

Phase 2 will cover a three-day period in late August or early September. During this period the USDA Regional Liaison Representatives and their advisory groups of USDA agency representatives and the USDA State EPC's will meet to determine problems resulting from the attack and resource actions which should be taken during the period of two days after attack (D+2) to 28 days after attack (D+28).

Phase 3 will also cover a three-day period. It will be conducted at the headquarters level at the OCDM classified location. It will involve a small group of selected USDA officials who will examine results of earlier phases of the exercise and determine emergency actions which will be needed in relation to the resource problems which are likely to develop after D+28.

Orville L. Freeman

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

April 18, 1961

MEMORANDUM TO ALL OCCUPANTS OF THE AGRICULTURE BUILDINGS IN WASHINGTON, D. C.

Civil Defense Exercise

As part of the attack phase of Operation Alert 1961 the "Public Alert" and "Take Cover" signals and Conelrad will be tested between 4:00 and 5:00 p.m., EDT, on April 28, 1961. Inasmuch as this timing coincides with staggered hours of dismissal of many Federal employees in the Washington Area, arrangements have been made to conduct Federal building drills in advance of the outdoor signals. Therefore, during the test period of the outdoor signals, 4:00 to 5:00 p.m., occupants of the Agriculture Buildings will not participate.

In order to train the Warden Organization and test the readiness of building occupants to respond, a "Take Cover" signal will be sounded in the Agriculture Buildings in the Washington Area at 3:00 p.m., April 28, 1961. On the "Take Cover" signal a series of half second sounds for three minutes on the building Civil Defense Alarm System, all building occupants are expected to go to assigned shelter areas and remain there until the exercise is over. The end of the exercise will be signified by three blasts on the Civil Defense Alarm System within the buildings.

All officials and employees in the Department should accord every assistance to the USDA Civil Defense Air Raid Organization in the fulfillment of its assigned functions. The Department Warden, the building wardens and their staff are in complete charge during the air raid drills or emergencies, and their instructions should be followed by all occupants, irrespective of rank or position.

There follows a directory of the key personnel of the USDA Civil Defense Organization.

Position	Name	Telephone
USDA Warden	Perley M. Burnham	5225
First Aid Coordinator	Perry H. Colman	6265
Administration Bldg. Warden	Arthur P. Steuerwald	3595
Annex Building Warden	Ronald E. Betts	2259
Auditors Building Warden	C. G. Christianson	6963
Escanaba Hall Bldg. Warden	W. R. Herbert	2958
South Building Warden	Melvin L. Banks	6351

Joseph M. Robertson
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

ADVANCE COPY

May 9, 1961

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Financing of USDA for the Fiscal Year 1961

The interim financing of the Employee's News Bulletin, USDA, is handled by the Department's Working Capital Fund. The apportionment of these costs for agency reimbursement to the Working Capital Fund for the fiscal year 1961 will be based upon the number of copies ordered by the agencies at the time of the revision of the mailing lists in October-November 1960.

The operating budget for USDA for the fiscal year 1961 is:

Personnel Costs (1 Editor and 1 Stenographer...	$16,000
Travel.....	500
Printing	11,000
Other contractual services and supplies	1,500
Total Budget	$29,000

The attached table sets forth the estimated costs to each agency for the 1961 fiscal year.

Joseph M. Robertson
Administrative Assistant Secretary

Attachment

DISTRIBUTION OF ESTIMATED COST OF USDA FOR FISCAL YEAR 1961

Agency	Copies ordered as of Dec. '60	Estimated Cost
Agricultural Conservation Program Service	12	$ 20
Agricultural Marketing Service	1,851	2,950
Agricultural Research Service	2,817	4,500
Budget and Finance, Office of	20	30
Commodity Exchange Authority	25	40
Commodity Stabilization Service	4,637	7,370
Farm Credit Administration	63	100
Farmer Cooperative Service	25	40
Farmers Home Administration	1,602	2,550
Federal Crop Insurance Corporation	95	150
Federal Extension Service	200	320
Foreign Agricultural Service	250	400
Forest Service	1,742	2,770
General Counsel, Office of	90	140
Hearing Examiners, Office of	5	10
Information, Office of	55	90
Library	40	60
Personnel, Office of	44	70
Plant and Operations, Office of	60	95
Secretary, Office of	33	55
Soil Conservation Service	4,291	6,820
Rural Electrification Administration	265	420
Total	18,222	$29,000

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

August 15, 1961

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

National Fire Prevention Week
October 8-14, 1961

President John F. Kennedy has proclaimed October 8-14, National Fire Prevention Week. He calls on farm as well as other organizations to bring fire safety facts effectively to the attention of the public. The call is most timely as fire losses are highest in the fall and winter with loss of life in dwellings at a peak in November. I, therefore, urge all services of the Department to cooperate in the observance of National Fire Prevention Week in all appropriate ways.

The Department of Agriculture and the National Fire Protection Association cosponsor the promotion of farm fire safety in cooperation with the State agricultural extension services to assure the use of sound recommendations by all fire protection and agricultural organizations mutually concerned. Each service of the Department is therefore requested to encourage its field personnel to offer assistance to the State agricultural extension services in thus promoting fire safety on farms and in rural areas.

The Federal Extension Service is cooperating directly with the State agricultural extension services, and the Office of Information is participating through national communications channels. The active response of all agricultural agencies to this alert can save many lives and millions of dollars.

Orville L. Freeman

Secretary

THE WHITE HOUSE

FIRE PREVENTION WEEK, 1961

BY THE PRESIDENT OF THE UNITED STATES OF AMERICA

A PROCLAMATION

WHEREAS an unconscionable number of lives and approximately a billion dollars worth of property are lost each year because of fires which could have been prevented or controlled; and

WHEREAS our communities and the Nation can ill afford this inexcusable waste of our resources:

NOW, THEREFORE, I, JOHN F. KENNEDY, President of the United States of America, do hereby designate the week beginning October 8, 1961, as Fire Prevention Week.

I urge State and local governments, the American Red Cross, the Chamber of Commerce of the United States, and business, labor and farm organizations, as well as schools, civic groups, and public-information agencies, to observe Fire Prevention Week by bringing fire safety facts effectively to the attention of the public. I call upon all citizens to understand and personally support the fire prevention and control efforts of their respective community fire departments. I also direct the appropriate Federal agencies to assist in this effort to reduce the shameful waste caused by preventable fires.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the United States of America to be affixed.

DONE at the City of Washington this twentieth day of July in the year of our Lord nineteen hundred and sixty-one, and of the Independence of the United States of America the one hundred and eighty-sixth.

(SEAL)

JOHN F. KENNEDY

By the President:

Dean Rusk
Secretary of State.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

August 22, 1961

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Pamphlet of President's Committee on
Equal Employment Opportunity

The President's Committee on Equal Employment Opportunity has issued in pamphlet form its regulations on the handling of Federal Government employment under Executive Order 10925. Agencies desiring copies of this pamphlet should order them in accordance with the usual practice through the Government Printing Office.

Joseph M. Robertson
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

DISTRIBUTION
Washington & Field

December 11, 1961

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES AND EMPLOYEES

Human Rights Week

December 10, 1961, marks the Thirteenth Anniversary of the adoption of the Universal Declaration of Human Rights by the United Nations General Assembly.

Since 1948, the President of the United States, the Governors of a number of States, and many Civic Officials annually have noted the importance of this occasion by issuing proclamations on the subject.

I, as Secretary of Agriculture, am asking your assistance and the assistance of employees of this Department in appropriate observance of Human Rights Week, December 10-17, 1961. In addition to special observance of Human Rights Week, December 10-17, I urge that we as individuals observe Human Rights every week of every year.

"Things You Can Do" are stated on the back of the memorandum.

Orville L. Freeman

Secretary

THINGS YOU CAN DO

Ask appropriate organizations in your area to help, through group action, in making Human Rights Day and Human Rights Week effective. Religious, civic, and fraternal units are among those potentially interested in active support of human rights.

1. Organize a special committee, representing all local groups interested in human rights, to carry on promotion of the human rights themes reflected in the U.S. Bill of Rights, the Universal Declaration of Human Rights, and the Declaration of the Rights of the Child.

2. Ask city, county, or state officials to issue proclamations recognizing Human Rights Day and Human Rights Week.

3. Ask for advice and cooperation of the public media specialists in your area - leaders in the newspaper, broadcasting, advertising, public relations, and allied fields - in making use of their facilities to promote human rights themes.

4. Ask public personalities in your area - religious leaders, educators, and politicians, for example - to stress human rights themes in their public addresses. Help to get their messages to larger audiences through the cooperation of the public media leaders.

5. Talk to educators at all levels - teachers, principals, and superintendents - about including human rights themes in school assembly programs and other educational activities.

6. Ask that displays featuring human rights themes be set up in your area.

7. Actively seek answers to the question of how human rights objectives can best be obtained, in terms of the particular problems of your area, not just on Human Rights Day or during Human Rights Week, but throughout the year.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

May 29, 1962

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Referral of Secretarial Correspondence

To expedite action on correspondence received in the Department, and addressed to the Secretary and other Department officials, authority is hereby delegated to agency heads to reply to correspondence referred to them for appropriate action.

This delegation contemplates that the appropriate agency head will reply to such correspondence, except that replies which in the judgment of the agency head present policy issues or questions of importance may be referred by him to the Secretary's Office for approval or signature.

Procedural instructions are being prepared to give effect to this arrangement. Existing regulations for handling jacketed mail are to continue as prescribed.

Joseph M. Robertson
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

August 8, 1962

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

National Fire Prevention Week
October 7-13, 1962

President John F. Kennedy has proclaimed October 7-13 as National Fire Prevention Week. He asked all citizens to join in promoting the fire prevention and control efforts of their own community fire departments. He asked farm and other organizations to help enlist the public to observe National Fire Prevention Week and to take active part in fire prevention efforts. I, therefore, urge all services of the Department to cooperate in observing National Fire Prevention Week in every appropriate way, to help reduce the waste caused by preventable fires.

The Department of Agriculture and the National Fire Protection Association cooperate in offering sound recommendations for fire safety on farms. I, therefore, request that each service of the Department encourage its field personnel to offer help to the State agricultural extension services in promoting fire safety on farms and in rural areas.

If all agricultural agencies respond to this alert, we can save many lives and millions of dollars.

Orville L. Freeman

Secretary

THE WHITE HOUSE

FIRE PREVENTION WEEK, 1962

By the President of the United States of America

A Proclamation

WHEREAS experience has revealed the great value of effective community fire prevention programs in conserving our national treasures of life and property; and

WHEREAS increased fire losses during the past year demand an immediate awareness on the part of the public of the need for, and value of, exercising greater care and responsibility in avoiding destructive fires and for participating in community fire prevention programs and related activities:

NOW, THEREFORE, I, JOHN F. KENNEDY, President of the United States of America, do hereby designate the week beginning October 7, 1962, as Fire Prevention Week.

I bid all citizens to join in actively promoting the fire prevention and control efforts of their respective community fire departments, and I especially invoke the wholehearted support of State and local governments, the Chamber of Commerce of the United States, the American National Red Cross, and other labor, business, farm and professional organizations, as well as schools, civic groups, and public information agencies, in observing Fire Prevention Week and in enlisting the public as active participants in fire prevention efforts. I also direct the appropriate Federal agencies to assist in this effort to reduce the shameful waste caused by preventable fires.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the United States of America to be affixed.

DONE at the City of Washington this eighteenth day of July in the year of our Lord nineteen hundred and sixty-two, and of the Independence of the United States of America the one hundred and eighty-seventh.

JOHN F. KENNEDY

By the President:
Dean Rusk
Secretary of State

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

August 10, 1962

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Safety

The "Safety Policy for the Federal Service," issued by President Kennedy, charges the head of the Department of Agriculture and through him, the supervisory staffs, to exert leadership to carry out the Federal Safety Policy and promote safe practices on and off duty.

The President also directed the Secretary of Labor to provide assistance to all agencies through the Federal Safety Council and its field affiliates.

President Kennedy's "Safety Policy for the Federal Service," dated June 21, 1961, was incorporated in the Administrative Regulations of the Department as Exhibit 2 - 8 AR 1801b on July 13, 1961.

Likewise, Executive Order 10990 dated February 2, 1962, "Reestablishing The Federal Safety Council" was incorporated as Exhibit 6 - 8 AR 1802a, March 29, 1962, with the following pertinent language included in the regulation:

> "Affiliates of the Council such as the present Federal Field Safety Councils, are recognized in Section 3 of the Executive Order as an integral part of its organization, structure and operations" and
>
> "Responsibility of Heads of Department Agencies"
>
> 8 AR 1802b (10) "Provision for regular participation of appropriate personnel in field safety council programs."

The closing paragraph reads:

> "The personal interest of the head of the agency in the safety program should be made known throughout the agency on a continuing basis."

Our Department Safety Officer, in Safety Signal No. 13, dated June 11, 1962, titled, "Field Safety Council Participation" emphasized the importance of this cooperative effort as follows:

> "I feel confident we have field people who have excellent experience and technical backgound who can make real contributions to these efforts. Conversely, I feel confident that our people can profit from associations with others who are concerned with accident prevention.
>
> "Your assistance in assuring appropriate cooperation in this effort will be sincerely appreciated."

I am most happy to reaffirm my personal interest and full support of a positive, vigorous safety program throughout the Department in consonance with the President's Policy and in cooperation with the Secretary of Labor and the program of the Federal Safety Council. With your personal support and positive guidance of vigorous agency safety programs we can have "SAFETY NOW."

Orville L. Freeman

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

August 14, 1962

MEMORANDUM TO ALL EMPLOYEES OF THE
DEPARTMENT OF AGRICULTURE

Employee Conduct

On July 20, 1961, a memorandum on "Standards of Conduct for Civilian Employees" was issued by the White House. This memorandum requires that departmental directives meet the minimum standards of conduct for civilian employees and provides that these standards be brought to the attention of all employees as soon as issued, and at least semiannually thereafter.

As Secretary of Agriculture, I have been impressed with the conscientious determination of the Department's employees to perform their work in a highly commendable manner, and to conduct themselves so as to reflect credit on themselves, the Department, and the public service.

Since questions undoubtedly will arise as to what is and what is not permissible conduct on the part of Department employees, all employees should be aware of existing regulations governing the standards of conduct of employees in the performance of official duties, and also with respect to certain unofficial activities which are prohibited by law or regulation. Chapter 55, Title 8, Administrative Regulations, contains this information, and is incorporated in the Employee Handbook, a copy of which you have or may obtain from your personnel office. This Chapter also includes provisions governing outside private employment, and conflict of interest. Employees are urged to study these regulations carefully. To avoid possible infraction, employees should keep in mind the restrictions relating to any particular activity and should not hesitate to ask for clarification or a ruling with respect to any proposed activity which might constitute a violation.

Your attention is particularly invited to the "Code of Ethics for Government Service," which is included in the Handbook. This code was agreed upon by the 85th Congress of the United States, and is one to which I sincerely believe all Department employees will wholeheartedly subscribe.

Orville L. Freeman

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

September 14, 1962

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

National Employ the Physically Handicapped Week, 1962
October 7 - 13, 1962

President Kennedy has through Proclamation of August 24, 1962, (reproduced on the reverse side of this message) declared the week beginning October 7, 1962, as National Employ the Physically Handicapped Week, 1962.

The Proclamation of the President calls upon Government officials and all other interested persons and groups to take part in the observances. It requests everyone to follow the American tradition of helping others to help themselves.

I urge every employee to participate fully in National Employ the Physically Handicapped Week, 1962. It is a wonderful opportunity to give that extra help to those who need it to become productive members of society.

Orville L. Freeman

Secretary

PROCLAMATION 3488

NATIONAL EMPLOY THE PHYSICALLY HANDICAPPED WEEK, 1962

By the President of the United States of America

A Proclamation

WHEREAS our handicapped workers have contributed immeasurably to the strength of our Nation through their productive capacity; and

WHEREAS our expanding economy demands effective and ever-enlarging utilization of our total manpower, suitably placed according to individual skills and talents; and

WHEREAS the physically and mentally handicapped, through increased emphasis on rehabilitation and training to prepare them for occupations commensurate with their abilities, stand ready to assume an even greater share in our social and economic progress; and

WHEREAS their readiness to assume this greater role can be translated into action by acquainting more employers and the public generally with the policy of giving full consideration to handicapped persons in employment, promotion, reassignment and retention; and

WHEREAS the Congress, by a joint resolution approved August 11, 1945 (59 Stat. 530), has designated the first week in October of each year as National Employ the Physically Handicapped Week and has requested the President to issue a suitable proclamation each year:

NOW, THEREFORE, I, JOHN F. KENNEDY, President of the United States of America, do call upon the people of our Nation to observe the week beginning October 7, 1962, as National Employ the Physically Handicapped Week, and to cooperate with the President's Committee on Employment of the Handicapped in furthering equal employment opportunity for the handicapped.

I also call upon the Governors of States, mayors of municipalities, Federal and other public officials, leaders of industry and labor, and other interested individuals and organizations to take part in this observance. I particularly urge employers to renew their efforts to give the handicapped equal consideration with others similarly qualified for employment; and I request all our people to follow the American tradition of helping others to help themselves by assisting handicapped persons to achieve economic independence and active participation in the total life of the national community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the United States of America to be affixed.

DONE at the City of Washington this twenty-fourth day of August in the year of our Lord nineteen hundred and sixty-two, and of the Independence of the United States of America the one hundred and eighty-seventh.

[SEAL]

JOHN F. KENNEDY

By the President:

GEORGE W. BALL,
Acting Secretary of State.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

October 5, 1962

MEMORANDUM TO ALL EMPLOYEES OF THE DEPARTMENT

National Safety Council Fiftieth Anniversary Year

President Kennedy on September 20, 1962, proclaimed the period October 1962 through October 1963 as National Safety Council Fiftieth Anniversary Year, as requested by the Congress, Senate Joint Resolution 222, approved September 20, 1962. A copy of the Proclamation is reproduced on the reverse side of this memorandum.

I hereby join President Kennedy and ask each of you to join in the observance of this significant occasion, and to increase your efforts individually and collectively to reduce the number of accidents on the job, in the home, in public places, and on our streets and highways.

Each of us is exposed daily, to multiple and varying hazards. Each of us can exert some influence by thinking, talking and practicing safety.

Fifty years of leadership by the National Safety Council is commendable and serves to reassure us that Safety is Here to Stay, but:

How far it goes
How fast it goes
How well it functions

depends first and last on

What each one does about Safety -
where he or she is.

I know each of you will wish to join in the observance of this significant occasion, mix safety with your work and take Safety With You All The Way.

Orville L. Freeman

Secretary

Proclamation 3494

NATIONAL SAFETY COUNCIL FIFTIETH ANNIVERSARY YEAR

By the President of the United States of America
A Proclamation

WHEREAS October 1962 marks the beginning of the fiftieth anniversary observance of the founding of the National Safety Council; and

WHEREAS the Council has striven faithfully during this half century to develop and implement sound, effective programs directed toward the prevention of accidents of all kinds; and

WHEREAS there has been a notable and steady decline in the rates of accidental death and injury as a result of such national programs of the organized safety movement; and

WHEREAS this decline in accident rates demonstrates the value of nationwide safety activities as carried on under the leadership of the National Safety Council; and

WHEREAS the Council, as a guardian of the public interest, has proved its dedication to the safety and welfare of the Nation's citizens, as set forth in its Federal charter; and

WHEREAS the Congress, by Senate Joint Resolution 222, approved September 20, 1962, requested the President to issue a proclamation designating the period October 1962 through October 1963 as National Safety Council Fiftieth Anniversary Year;

NOW, THEREFORE, I, JOHN F. KENNEDY, President of the United States of America, do hereby designate the period October 1962 through October 1963 as National Safety Council Fiftieth Anniversary Year, in recognition of the role of the National Safety Council in our way of life; and I urge the Governors of the States, the Commonwealth of Puerto Rico, and other areas subject to the jurisdiction of the United States, and mayors of cities to issue similar proclamations.

I also ask the appropriate officials of the Federal, State, and local governments, as well as public and private organizations and the general public, to join in observance of this significant occasion, and to increase their efforts to reduce the number of accidents in homes, in industry, in public places, and on our streets and highways.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the United States of America to be affixed.

DONE at the City of Washington this twentieth day of September in the year of our Lord nineteen hundred and sixty-two, and [SEAL] of the Independence of the United States of America the one hundred and eighty-seventh.

JOHN F. KENNEDY

By the President:

DEAN RUSK,
Secretary of State.

[F.R. Doc. 62-9682; Filed, Sept. 25, 1962; 10:51 a.m.]

FOR INFORMATION ON

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

October 26, 1962

See also Secy Memo 1523 Dec

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Improving Manpower Controls and Utilization in the Executive Branch

At the time he signed the Postal Service and Federal Employees Salary Act of 1962 the President directed a memorandum to Heads of Departments to (1) reemphasize the importance of limiting the number of Federal employees to the absolute minimum required for the conduct of public business, and (2) prescribe actions to be taken to strengthen the Government's manpower control program. The necessary instructions to carry out the President's wishes are being developed and will be issued in the near future.

Meanwhile, the Budget Bureau has requested estimates of funds required to meet increased pay costs. The justification for such estimates must contain a certification by the head of the Department that he has complied with the directive contained in the above Act "to review with meticulous care each vacancy resulting from voluntary resignation, retirement, or death and to determine whether the duties of the position can be reassigned to other employees or whether the position can be abolished without seriously affecting the execution of essential functions."

The head of each agency should immediately institute necessary procedures to assure compliance with this requirement.

Specific instructions for preparation of pay cost estimates as required by Budget Bureau Bulletin No. 63-6 will be issued by the Office of Budget and Finance in the very near future.

Orville L. Freeman

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

October 31, 1962

MEMORANDUM

To: All Department Employees

From: Orville L. Freeman, Secretary of Agriculture

I am sure that events of the last ten days have given rise to many questions about the Department's readiness to meet an emergency with the greatest possible security for its people. This is a matter of deep concern to me. A special staff in my immediate office is now completing work on a system of protection which will assure the maximum possible security for all of us under any of the various contingencies with which we are all familiar.

It is essential that you know what these plans are and how they will affect you should an emergency occur. I have therefore arranged for a series of employee meetings, to be held in the Departmental Auditorium beginning on Thursday, November 1, and continuing until every member of the Department's organization has had the opportunity to attend. At these meetings the Civil Defense Staff will explain what you should do in an emergency and afterward. Your supervisor will notify you of the time of the meeting scheduled for your unit.

The Office of the Director of Personnel is now making arrangements to respond to any inquiries you may wish to make regarding Civil Defense.

I know that we all realize the immensely important function which this Department will have to assume in the event of an emergency situation. Ours is the responsibility for the food supply of the nation -- not only its production but its movement to people who will need it desperately throughout the country. We must make certain that the continuity of this function is not interrupted whatever happens.

For this reason, our emergency plans call for the movement of very small cadres of personnel to certain out-of-Washington locations from which they could, if necessary, continue the main functions of the Department during and after an emergency. These people will

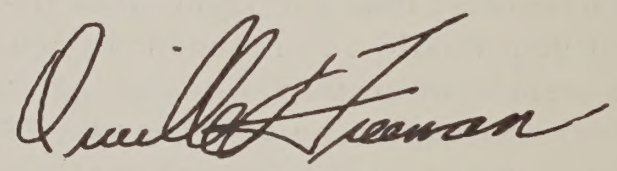
move out quietly if and when the international situation appears to make it advisable for them to do so. Their departure will not mean that an air raid or a crisis situation is imminent. It will simply mean that we are taking steps to insure our continuity of function against any possibility.

Meanwhile, those of us who remain in Washington will go on doing our jobs in a normal and orderly way, and take such measures as we can in our homes to secure the maximum safety of our families. I would assume that each of us will develop his own family security plan in the light of his own circumstances.

The series of meetings beginning on Thursday are intended to give you a clear and detailed picture of the security plans which have been developed. I hope that any questions which may now be unanswered will be answered then.

I urge you to read the attached brief instruction sheet carefully and suggest that you keep it with you at all times.

I want to thank you once again for your steadfastness and cooperation.



MEMORANDUM TO ALL USDA EMPLOYEES

Personal Readiness in Case of an Emergency

Here are instructions for Department employees in Washington to follow under two situations that might exist under a civil defense emergency: (1) in a period following an air raid warning before an actual attack, and (2) in a period after an actual attack.

1. Air Raid Warning.

a. If you are at the office, follow the directions of the USDA air raid wardens and proceed to your assigned shelter area. We are proceeding to stock the basements of Department buildings with water, food, and medical supplies. These areas provide the best available protection against fallout in the buildings. You should remain in your building until directed otherwise.

b. If you are at home, move to the best available shelter. Either have your own shelter or if you are in a large building, acquaint yourself with the location of its shelter area. You should be sure that such shelters are equipped with food, water, and necessary medical supplies.

c. Stay in whatever shelter you find until you are advised that the danger from fallout is no longer serious. A portable transistor radio is your best means of finding out the situation after an attack. You will receive such information through Conelrad, a nationwide system for using radio under emergency conditions, from either 640 or 1240 on your radio dial. Local civil defense officials will monitor the fallout and advise the population when it is safe to move and what it is safe to do.

2. Attack Without Warning.

People who survive an attack without warning should take shelter and protect themselves from fallout until they are advised by civil defense officials that it is safe to move around. If Washington is not damaged, but you are in an outlying area which is, you will be advised by radio whether or not Government offices in Washington will be open for business after an attack. If your office is in a damaged area, do not go to it after an attack until you are advised that it is safe to do so and that the office is resuming operations. Each agency will advise its own employees

about what they should do in case an attack destroys Washington. Several agencies have already selected temporary operating sites outside of Washington where their staffs would congregate when fallout and transportation permit. Other agencies are expected to make similar plans as quickly as possible.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

November 1, 1962

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Department of Agriculture Film Festival

One of the final events of the Centennial year, the Film Festival of Agriculture, will take place in the Jefferson Auditorium on the afternoons of November 7, 8 and 9. Response to the Festival has been most gratifying. It is the first held in this country devoted entirely to agriculture and brought 101 entries in 12 subject matter categories.

Each domestic film was reviewed by six judges and in the attached program you will find the title and producer of those selected for showing. You and members of your staff may want to see those in which your agency has a particular interest.

Americas Day, November 8, will honor films and film producers from Canada and Latin America. Complete selection of foreign films to be shown has not yet been made, but those already reviewed promise an outstanding program on that day.

Additional copies of the program can be obtained from the Centennial Office, Ext. 6965.

Attachment

CENTENNIAL FILM FESTIVAL PROGRAM

Wednesday Afternoon, November 7

Jefferson Auditorium, USDA South Building

Chairman, J. K. McClarren
Executive Secretary, Centennial Committee
and Assistant Director of Information, USDA

1:15 — Presentation of Festival Awards
George A. Barnes, Acting Director of Information

1:45 — Viewing of Selected Festival Award Winners
(There will be a 2-minute intermission between showings for brief comments about the next film.)

The Cattle Feeders, 21 minutes
Iowa State University

Living with Roses, 30 minutes
California Chemical Company

Canadian Portrait, 29 minutes
Frederick K. Rockett

Wheel Chair Kitchen, 4 1/2 minutes
University of Illinois

Four Star Farmers of 1961, 25 minutes
Keystone Steel & Wire Company

Hawaii, The Sugar State, 22 minutes
California and Hawaiian Sugar Refining Corporation

Together, 22 minutes
Cotton Producers Association

Durum, Standard of Quality, 25 minutes
Bill Snyder Films, Inc.

* * * * * *

Thursday Afternoon, November 8 -- "Americas Day"

Jefferson Auditorium

Chairman, J. H. McCormick
Assistant Director of Information, USDA

1:15 — Presentation of Special Participation Awards
Charles S. Murphy, Under Secretary of Agriculture

1:45 — Films to be shown will be announced. They have been selected by the InterAmerican Institute of Agricultural Sciences, Turrialba, Costa Rica, and the Canadian Film Board of Canada. (There will be a 2-minute intermission between films.)

6:30 - 8:30 — Social Mixer
Crystal Room of the Sheraton-Carlton Hotel

* * * * *

Friday Afternoon, November 9

Jefferson Auditorium

Chairman, J. K. McClarren

1:15 — Presentation of Festival Awards

1:45 — Viewing of Selected Festival Award Winners
(There will be a 2-minute intermission between films.)

Fire Fighting in Country Elevators, 20 minutes
Iowa State University

Meat on the Move, 30 minutes
MPO Productions, Inc.

Water, Pattern of Life, 28 1/2 minutes
Ohio Water Commission

Modern Trends in Swine Production, 20 minutes
United States Steel Corporation

Golden Story of Citrus, 27 minutes
Sunkist Growers, Inc.

Wildlife at Home, 13 1/2 minutes
Ohio Department of Natural Resources

The 1959-60 Eruption of Kilauea, 27 1/2 minutes
Geological Survey, U.S. Department of Interior

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

November 26, 1962

MEMORANDUM TO ALL EMPLOYEES OF THE
DEPARTMENT OF AGRICULTURE

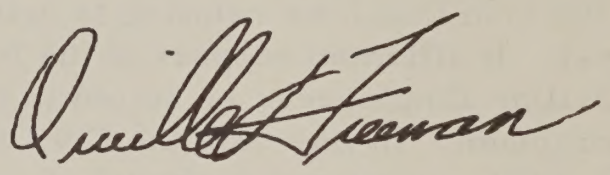
Conduct on the Job

Two recent events remind us to stay alert to the standards of conduct in Government employment. The last Session of Congress strengthened the criminal laws relating to bribery, graft and conflict of interest. It affirmed support of the President's Standards of Conduct for Civilian Employees, as stated in the July 20, 1961, White House Memorandum. In like vein the Civil Service Commission on November 2, 1962, announced approval of a new Standard Form, No. 68, Statement of Employment and Financial Interests, for use in all Government Departments beginning July 1, 1963. This outside interest disclosure report is similar to that now required of Department employees, advisers, and consultants.

These things do not mean that there is alarm over increase in corrupt practices by Government employees. Rather, it may be taken as a form of guarantee to the public of our desire to uphold the standards of conduct on which we pride ourselves in this Department. Prudence suggests that we periodically review our own case in this respect. For this reason I am sending this memorandum to all employees.

The White House directives on employee conduct enjoin me to call attention to the minimum standards of conduct for Department employees at least semiannually. I last issued a memorandum on this subject on August 14, 1962. In that I took stock of regulations on conduct then in effect. Substantially they remain unchanged. The requisite information on employee conduct is in Chapter 55, Title 8, Administrative Regulations. This Chapter includes the rules pertinent to conflict of interest. You will find it reprinted in the Employee Handbook, which you may obtain from your personnel office. I request that you review this material whenever you make a change in your outside business relations or activities that may affect your job or create the impression that private concerns could influence your official acts. The Christmas Season heightens interest in the propriety of personal gifts to officials. On this score I again invite attention to the Code of Ethics for Government Service which is included in the Handbook.

The safest course is to remain aloof from involvement so that the public can not misconstrue innocent acts. The giving and acceptance of gifts and favors from persons with whom we have official relations frequently creates an unwholesome impression. However well meant it can cause embarrassment. I am confident that employees throughout the Department will continue to respect at all times our resolve to be counted an agency of government true to the ideal of personal and official honesty. No one should thoughtlessly provide the occasion for doubt.



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

November 30, 1962

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES
AND EMPLOYEES

Human Rights Week

The Fourteenth Anniversary of the Universal Declaration of Human Rights by the United Nations General Assembly occurs on December 10, 1962. The Secretary of State has asked the Department of Agriculture to assist in carrying out within the Department a nation-wide program for the observance of Human Rights Week, December 10 - 17, 1962.

The President of the United States, the Governors of various States and many civil officials have since 1948 noted the importance of the Universal Declaration of Human Rights by issuing proclamations concerning it.

I ask all levels of employees within this Department to give appropriate observance to Human Rights Week. All individuals are urged to observe the spirit of the occasion throughout the year.

Actions that may be taken in connection with the observance are printed on the reverse of this memorandum.

Orville L. Freeman

THINGS YOU CAN DO

Ask appropriate organizations in your area to help, through group action, in making Human Rights Day and Human Rights Week effective. Religious, civic, and fraternal units are among those potentially interested in active support of human rights. Action by a single person - you - may be the spark needed to start the group on constructive work in support of human rights.

1. Organize a special committee, representing all local groups interested in human rights, to carry on promotion of the human rights themes reflected in the U. S. Bill of Rights, the Universal Declaration of Human Rights, and the Declaration of the Rights of the Child.

2. Ask city, county, or state officials to issue proclamations recognizing Human Rights Day and Human Rights Week.

3. Ask for the advice and cooperation of the public media specialists in your area - leaders in the newspaper, broadcasting, advertising, public relations, and allied fields - in making use of their facilities to promote human rights themes.

4. Ask public personalities in your area - religious leaders, educators, and politicians, for example, to stress human rights themes in their public addresses. Help to get their messages to larger audiences through the cooperation of the public media leaders.

5. Talk to educators at all levels - teachers, principals, and superintendents - about including human rights themes in school assembly programs and other educational activities.

6. Ask that displays featuring human rights themes be set up in your area.

7. Actively seek answers to the question of how human rights objectives can best be obtained in terms of the particular problems of your area, not just on Human Rights Day or during Human Rights Week, but throughout the year.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

Office of Plant and Operations November 30, 1962

MEMORANDUM TO HEADS OF AGENCIES

The Combined Airlines Ticket Office, located in the South Building since 1949, was established for the purpose of affording Department employees a convenient point where tickets for travel via air could be procured. The service has operated successfully and has, it is believed, resulted in definite savings of employees' time in obtaining tickets.

The sole purpose of the Ticket Office is to issue tickets for travelers after the latter have made their reservations with the desired airlines. The office has neither the staff nor the facilities for furnishing itineraries, assisting in the audit of travel vouchers or providing any other related service.

It will be appreciated if this matter is brought to the attention of both the travelers of your agency and employees engaged in audit work.

Acting Director of Plant and Operations

XI B2a(4)(a)

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

December 14, 1962

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

The William A. Jump Memorial Award for 1963

The William A. Jump Memorial Foundation was established in 1950 to commemorate the distinguished career and high ideals of the late William Ashby Jump, United States Department of Agriculture Budget Officer and Director of Finance. In order to recognize and encourage Federal employees who have displayed the same outstanding dedication which Mr. Jump exemplified, this Foundation annually grants an award for significant work in the field of Public Administration.

Because this award is presented in memory of a former Department of Agriculture Official, it is particularly fitting that we be well represented. You are urged, therefore, to give this Award wide publicity in an effort to secure the best candidates possible. You may wish to nominate an employee who is also being considered for a Distinguished or Superior Service Award.

In addition to the principal award that is presented at this Department's Annual Honor Award Ceremony, the Jump Foundation may grant up to two special "Honorable Mention" certificates. Each Department will also be provided special certificates for presentation to their respective nominees.

Any Federal employee will be eligible who has not reached his (or her) 37th birthday as of December 31, 1962, and who is engaged in any aspect of executive-administrative direction, supervision, and operation of Federal activities. Achievements specifically of a scientific or technological nature or of attorneys in their legal profession are not included. However, these persons may be considered eligible if the performance on which the nomination is based involves general program policy or organizational planning and executive or supervisory responsibilities of sufficient importance to warrant special recognition.

Additional details on this award can be obtained from the attached announcement or by calling the Office of Personnel, Extension 5618.

Agency nominations (original and 6 copies) should be submitted through channels to the Director of Personnel, on or before January 18, 1963.

I recognize that the length of time within which to submit nominations is brief. This is due to the fact that the announcement has just been received from the William A. Jump Memorial Foundation.

Attachment

Joseph M. Robertson
Administrative Assistant Secretary

WILLIAM A. JUMP MEMORIAL FOUNDATION

MERITORIOUS AWARD

FOR EXEMPLARY ACHIEVEMENT IN PUBLIC ADMINISTRATION

AWARDS. The William A. Jump Memorial Award is presented annually in recognition of outstanding service in the field of public administration, and for notable contributions in this field to the efficiency and quality of the public service. It will give special recognition and encouragement for sustained interest, growth, and development in the field of public administration. Such public recognition should be an incentive to young people for increased interest and high level performance in this field, and will add quality and integrity to the public service.

The award includes a gold key and certificate of merit. One such award is made each year unless unusual situations, such as especially meritorious candidates, make it desirable to make more than one such award. In order that wider recognition and encouragement may be given to exemplary achievements in public administration, and especially to the younger group of administrative personnel who indicate great potential as future executive leaders in the field of public administration, the Foundation will grant, in addition to the principal award, not to exceed two honorable mention awards each year. This award will be a special honorary certificate and citation. A special recognition certificate will be given to all other nominees for the award who, in the judgment of the Awards Committee, meet the qualifications prescribed by the Foundation.

ELIGIBILITY. Any employee of the Federal Government (male or female) who has not reached his or (her) 37th birthday, as of the 31st of December following the date of this announcement, and whose performance over a considerable period of time demonstrates unusual competence and interest in public administration, endowment for leadership, creative thinking, and close adherence to the basic principles of enlightened public service, shall be eligible to compete for the award.

DEFINITION. For the purpose of this award the term "public administration" should be given the broadest reasonable interpretation covering all aspects of executive-administrative direction, supervision and operation of Federal activities. It does not include achievements specifically of a scientific or technological nature, or of attorneys in the practice of their legal profession. However, persons engaged in such specialized professional fields of work may be eligible for the award if the performance for which the award is made involves general program and policy administration or organizational planning, and executive or supervisory responsibilities of sufficient administrative importance to warrant special recognition. Most simply stated, public administration includes, for example, personnel administration, budgetary and financial administration, administrative analysis, all management and administrative planning activities, and the executive planning and direction of programs.

INFORMATION REQUESTED. Please submit seven copies of the nomination. Only one nomination may be submitted by a department or agency. Exhibit materials, such as copies of publications, may be attached, but all of the basic information requested below should be included in the nomination letter. Only one complete set of exhibits and publications need be submitted. Information should be typewritten, single spaced, with new subject paragraphs double spaced and numbered to correspond with the following:

1. Name, title, grade, and salary of the nominee.

2. Bureau and department or agency.

3. Date of birth (see "Eligibility" paragraph).

4. Home address (and legal or voting address, if different).

5. Educational background.

6. Give a brief description of the nominee's present duties and responsibilities, including the scope of his work, and a chronological review of any significant prior employment.

7. Describe the past and present work performance of the nominee, including evidence of progressive development and personal qualities for leadership in public administration.

8. Describe his specific accomplishments and contributions. Please be as specific as possible.

The recommendation should be signed by the head of the department or agency or other responsible official. In addition to the information requested above, the Award Committee may, to the extent deemed necessary, personally interview the candidates or if they are located outside of Washington, the Committee may make special arrangements for interviews at the candidates' field stations. All nominations to be eligible for the 1963 Award must be received no later than January 18, 1963.

The Foundation recommends that department and agency nominations for the award be given wide recognition in appropriate agency publications and otherwise for their achievements and exceptional services. We believe such action would help to stimulate active interest in fostering a more effective public service.

The award will be presented in May or June 1963 at the time of the annual Department of Agriculture Honor Awards Ceremony, or at such other time or place as the Board of Trustees may determine to be appropriate.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

February 4, 1963

To: All Agency Heads

From: Joseph M. Robertson, Administrative Assistant Secretary

Subject: Outside Work

Because by Administrative Regulations (Title 9, Chapter 1, Section 116) the head of each agency has been delegated authority to direct and supervise the activities of the employees of his Agency, the responsibility for conduct of employees essentially rests in the agency. Some have particularly prescribed rules for outside work. Others have relied upon general rules and conduct precepts of the Administrative Regulations as set forth in Title 8, Chapter 55, Section 2010.

Outside work by Department employees within appropriate limits need not unduly concern supervisors. Permission to engage in after hours occupations whether or not compensated is not required by law or regulations, unless the particular agency instructions require advance permission. The guide lines of the Administrative Regulations (8 AR 2010) dispose of most questions. In an occasional case an outside employment or undertaking may, however, convey the impression of open or latent conflict between the interests of the government and the private interest of an employee. Agency Heads must always be mindful of such possibilities, and alert employees to the risks involved.

This office cannot vacate the ultimate responsibility to answer for the conduct of Department employees. To this end, under the subject of outside work, I request that the agencies of the Department instruct their employees through regularly used channels that outside work should be undertaken only if:

1. It does not interfere with full service to the Department.

2. It does not imply official sanction, support or participation in a private undertaking.

3. It does not entail or tend to cause criticism or embarrassment of the Department.

These are the basic rules. The details are more specifically listed in 8 AR 2010, above cited. Cases that seem borderline or unusually perplexing should be referred to the Office of Personnel for advice before granting official consent to an outside activity.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

February 25, 1963

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

National Farm Safety Week
July 21-27, 1963

President John F. Kennedy has proclaimed the week beginning July 21, 1963, as National Farm Safety Week. He calls upon all Americans to observe this week and its theme, "Inspection Plus Correction Equals Protection."

People and organizations allied with agriculture are especially urged to join in this united effort to reduce the number of farm, home and highway accidents.

National Farm Safety Week is co-sponsored by the Department of Agriculture and the National Safety Council. They work in cooperation with the State Cooperative Extension Services, farm organizations, the farm press, radio, television and other groups. I urge all services of the Department to request their field personnel to do everything they can to promote farm safety and to offer assistance to these other organizations in observing National Farm Safety Week.

The Federal Extension Service is cooperating directly with the State extension services and the Office of Information is assisting through national communications channels.

Let us all support the objectives of the theme, "Inspection Plus Correction Equals Protection" to promote greater farm safety throughout the year.

Orville L. Freeman

THE WHITE HOUSE

NATIONAL FARM SAFETY WEEK, 1963

- - - - - - - -

BY THE PRESIDENT OF THE UNITED STATES OF AMERICA

A PROCLAMATION

WHEREAS hundreds of thousands of rural volunteer leaders and 4-H Club members actively participate in organized farm, home, and highway safety programs; and

WHEREAS these community, State, and national safety programs have proved effective in reducing the number and rate of accidents among farm people; and

WHEREAS accidents nevertheless continue to kill or disable nearly a million farm residents annually, and cause needless suffering and economic waste to both the agricultural community and the Nation; and

WHEREAS increased emphasis on the safety and productive efficiency of farm families is vital to assure a continuing abundance of food and fiber for the well-being of all Americans:

NOW, THEREFORE, I, JOHN F. KENNEDY, President of the United States of America, do hereby call on the people of the Nation to observe the week beginning July 21, 1963, as National Farm Safety Week; and I urge all farm families, and all persons and organizations allied with agriculture, to engage in a purposeful, united effort to reduce further the number of farm, home, and highway accidents.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the United States of America to be affixed.

DONE at the City of Washington this fourteenth day of February in the year of our Lord nineteen hundred and sixty-three, and of the Independence of the United States of America the one hundred and eighty-seventh.

(SEAL)

JOHN F. KENNEDY

By the President:

George W. Ball

Acting Secretary of State

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

March 12, 1963

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

President's Safety Award for 1962

We have just received notice that this Department has qualified as a nominee for the President's Safety Award for 1962, based on injury statistical data available from the records of the Bureau of Employees' Compensation in the category for agencies with over 75,000 employees.

Selection of the recipient of the award will be made by a panel of judges from outside of the Federal Government, who are prominent in the safety field.

In addition to meeting the severe statistical formula requirements for eligibility we must submit a report, adequately documented, describing our occupational accident prevention program covering each of six program elements which will be scored in accordance with the following point values:

Management Leadership	16 points
Assignment of Responsibility	7 "
Maintenance of Safe Working Conditions	11 "
Safety Training and Education	11 "
Accident Records	12 "
Medical and First Aid	3 "
	60 Maximum Possible Points
Maximum Score for Highest Percentage Improvement	40 points
Maximum TOTAL	100 points

The Department is honored to be nominated for the President's Safety Award for 1962.

I am requesting that each agency cooperate fully with the Office of Personnel in the preparation of the report covering the six program elements by submission at the earliest date possible (within one week) of separate, concise statements on each of the six program elements and such supporting data in the form of exhibits as will contribute to the effectiveness of the Department's presentation.

Please have this information delivered to the Department Safety Officer in Room 310-W of the Administration Building.

The USDA Safety Advisory Committee will work with the Office of Personnel in developing the basic content of the report. The Office of Information will assist in formulating the Department's presentation.

J. A. Larson

Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

April 15, 1963

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Temporary Summer Employment in the Washington, D. C. Metropolitan Area (Summer of 1963)

In response to Mr. Macy's letter of April 5, 1963, copy attached, I am directing that in making employment for temporary work during the summer of 1963, agencies of this Department will not be influenced to a decision because of the race, national origin, political affiliation, sex or religious beliefs of candidates for such positions. Specifically, selections for summer employment shall not be subject to political clearance or influenced by political endorsement.

I am sure that you will continue to observe fully the laws, rules and regulations as well as the spirit of the pronouncement by the Chairman of the Civil Service Commission contained in his letter to heads of executive departments and agencies of April 5, 1963, and that you will fill temporary summer jobs from among the best qualified available candidates.

In order to assure that best qualified available candidates are chosen for assignment to temporary positions, your personnel offices should consider candidates selected for employment under the 700-hour authority on the basis of test scores attained in civil service examinations, in accordance with the priority groups in FPM X-1-20 and the selection requirements prescribed in FPM X-1-21, including those applicable to veterans. In addition, when no veteran applicants are available in priority groups 1 or 2 and selection is to be made from priority group 3 (non-veterans) selection shall be made from among the 5 candidates standing highest at the time of selection, except that one point for each month of successful experience appropriate to the requirements of the position to be filled shall be added to the earned test score of the applicant. Not more than 9 points may be added for this purpose.

In the selection of candidates under Schedule A, section 6.101(s) which authorizes the employment of students and teachers to assist in scientific, professional or technical work, your personnel offices should establish a system for evaluating qualifications in relationship

to jobs to be filled and selection shall be made from among those considered best qualified. Similar procedures shall be followed in connection with selections made under other special authority (such as that contained on a CSC Form 303 or equivalent) which are generally used in making employments for summer work. These systems shall be recorded in the agency and be available for review and inspection. A copy of such plans shall be submitted to the Office of Personnel.

Attachment

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON 25, D.C.

IN REPLY PLEASE REFER TO

April 5, 1963

YOUR REFERENCE

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

Recent press reports alleging that political clearance is necessary for summer employment in civil service positions in the Washington metropolitan area indicate serious misunderstanding about this program. The image of the Federal service can be gravely damaged and future quality staffing can be jeopardized unless all doubt as to the integrity of merit system operations is dispelled. We must make sure that no steps are taken to defeat the President's expressed intention "to protect fully the civil service merit system."

Political clearance in filling competitive civil service positions is clearly illegal, as shown by the following quotations from the Civil Service Rules:

> "Sec. 04.2 Prohibition against racial, political or religious discrimination. No person employed in the executive branch of the Federal Government who has authority to take or recommend any personnel action with respect to any person who is an employee in the competitive service or any eligible or applicant for a position in the competitive service shall make any inquiry concerning the race, political affiliation or religious beliefs of any such employee, eligible, or applicant. All disclosures concerning such matters shall be ignored, except as to such membership in political parties or organizations as constitutes by law a disqualification for Government employment. No discrimination shall be exercised, threatened, or promised by any person in the executive branch of the Federal Government against or in favor of any employee in the competitive service, or any eligible or applicant for a position in the competitive service because of his race, political affiliation or religious beliefs, except as may be authorized or required by law.

"Sec. 05.4 Enforcement authority of the Commission. (a) Whenever the Commission finds that any person has been appointed to or is holding a position in violation of the Civil Service Act, Rules or Regulations, or that any officer or employee in the executive branch has violated this order or any of the laws, rules, or regulations administered by the Commission, it is authorized, after giving due notice and opportunity for explanation to the officer or employee and the agency concerned, to certify the facts to the proper appointing officer with specific instructions as to discipline or dismissal or other corrective actions.

. . .

(e) If the appointing officer fails to carry out the instructions of the Commission issued under ... this Rule, the Commission shall certify the facts to the head of the agency concerned. If the head of the agency fails to carry out the instructions of the Commission within ten days after receipt thereof, the Commission shall certify the facts to the Comptroller General of the United States, and shall furnish a copy of such certification to the head of the agency concerned; and thereafter no payment shall be made of the salary or wages accruing to the employee concerned."

To assure compliance with the above provisions, the Commission has found it necessary to take the following steps:

1. Suspend the use of the following appointment authorities for any intermittent or limited temporary employment in the Washington metropolitan area between the dates of May 1, 1963, and October 1, 1963:

   (a) Section 6.101(s) of Schedule A, covering temporary or intermittent employment of students and teachers to assist in scientific, professional, or technical work.

   (b) The delegated authority to make temporary limited appointments outside of regular competitive procedures when total employment will not exceed 700 hours.

   (c) Any other special authority (such as that contained on a CSC Form 303 or equivalent), which may be construed as authorizing summer employment.

2. Direct the making of special inspections during the next few months to insure that any summer appointments are made (a) without political clearances and (b) in compliance with these instructions. This includes the investigation of complaints charging political clearance for summer employment.

3. Direct that corrective action be taken as required by appropriate laws, rules, and regulations if violations are established.

The suspended appointment authorities may be restored on an agency-by-agency basis when the Commission receives a satisfactory certification and assurance from the agency head that their use will be in accord with these instructions. Such restoration is effective only on notification by the Commission that the agency head's statement is acceptable, and such notification must be cited on appointment documents. Unless these authorities are restored, the agency must use the appropriate competitive register.

Such an agency statement shall include:

1. A certification by the head of the agency that summer appointments will be made in accordance with these instructions.

2. A copy of the agency's appointment plan and the agency head's instructions and explanation of any other steps taken to insure that all responsible appointing, reviewing, or recommending officials are informed of the agency's appointment plan, the fact that political clearance is illegal and will not be tolerated, and any other applicable laws and rules.

For your information, the Commission is currently developing plans for nationwide competitive examining for summer positions, to be effective in 1964.

By direction of the Commission:

Sincerely yours,

John W. Macy, Jr.
Chairman

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

May 8, 1963

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES AND
ALL USDA FIELD OFFICES

Senior Citizens Month

The month of May 1963 has been designated Senior Citizens Month by the President in his Proclamation of April 19, attached.

You are urged to do all things possible to help achieve the President's objectives in the communities in which you work.

Although I know that Departmental Agencies are making extensive use of the skills, wisdom and experience of our Senior Citizens on advisory and citizen groups, I ask that field offices make a specific effort this month to determine if their greater use is possible.

We cannot afford to fail to use the abilities of Senior Citizens to the maximum extent.

Orville L. Freeman

Attachment
(Reproduced on reverse side)

IMMEDIATE RELEASE April 19, 1963

Office of the White House Press Secretary

- -

THE WHITE HOUSE

SENIOR CITIZENS MONTH

- - - - -

BY THE PRESIDENT OF THE UNITED STATES OF AMERICA

A PROCLAMATION

WHEREAS there are now more than seventeen million persons aged sixty-five and over in our population, and this number is expected to increase to twenty-four million by 1980; and

WHEREAS this large segment of our population represents a great national resource of skills, wisdom, and experience upon which much of our Nation's progress has been built and which continues to enrich our daily lives and to provide counsel and leadership; and

WHEREAS all persons reaching their later years should have opportunity to share fully in the benefits of our advances in economic wealth, science, technology, and culture; and

WHEREAS all informational and educational means should be used to foster an environment in which our senior citizens can gain this opportunity and can lead useful and satisfying lives, consistent with their capacities; and

WHEREAS the Federal Government should provide leadership, encouragement, and assistance to the States, communities, and voluntary organizations in utilizing the potentials of our elder citizens:

NOW, THEREFORE, I, JOHN F. KENNEDY, President of the United States of America, do hereby designate the month of May 1963 as Senior Citizens Month; and I urge all persons and public and private organizations to cooperate in its observance by increasing community awareness of the problems faced by older men and women, strengthening services and opportunities to meet their special needs, giving recognition to their past and present contributions, and making this special month the beginning of continuing interest and activity on their behalf.

I also invite the Governors of the States, the Governor of the Commonwealth of Puerto Rico, the Commissioners of the District of Columbia, and appropriate officials in other areas subject to the jurisdiction of the United States to join in the observance of Senior Citizens Month.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the United States of America to be affixed.

DONE at the City of Washington this eighteenth day of April in the year of our Lord nineteen hundred and sixty-three, and of the Independence of the United States of America the one hundred and eighty-seventh.

(SEAL)

JOHN F. KENNEDY

By the President:

DEAN RUSK

Secretary of State.

# # # # #

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

June 17, 1963

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Estimates and Reports on International Transactions

The President has expressed continuing concern over the balance-of-payments situation, and has requested that all Government agencies maintain close and continuing control of all their activities which affect the balance of payments.

Bureau of the Budget Circular No. A-58 sets forth policies and procedures for estimates and reports on international transactions for use in preparing Government-wide "budgets" of the Federal sector of balance-of-payments transactions, and in providing guidance for the administration of such budgets. A copy of this circular has been furnished each agency.

I request that you give your personal attention to assuring that net expenditures abroad by your agency are held to the lowest practicable level. Steps should be taken to reduce payments and to increase receipts so that the net flow of dollars abroad is decreased to the greatest extent feasible. Revised estimates should be reflected in the reports requested in Circular A-58 and adequate measures taken to control net payments within the amounts of such estimates.

The Assistant Secretary for International Affairs will be responsible for coordinating this matter in cooperation with the Director of Agricultural Economics. Detailed instructions for preparation and submission of the reports will be issued by the Office of Budget and Finance.

Joseph M. Robertson
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

June 21, 1963

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Budget Estimates for Fiscal Year 1965

It will soon be necessary to make the decisions which will determine the scope and level of this Department's operations in fiscal year 1965.

The basic objectives of the Program for the 1960's remain the same this year as last. Agencies should be guided by these objectives in developing their estimates. While, in some cases, it may be necessary to propose new or expanded programs to meet these goals, an intensive review must be made to determine what existing projects can be eliminated so that, where possible, new projects can be financed within existing funds.

Last year, we embarked upon a new concept in budgeting--that of "zero-base" budgeting. After reviewing the results of that effort, I feel that it was a worthwhile experience for all concerned and have therefore directed the Office of Budget and Finance to build on that experience in the preparation of instructions for the development of 1965 budget requests.

In the application of the "zero-base" concept this year, considerable emphasis will be placed on the management of the resources required to carry out the Department's activities. We must give closer attention to program support costs and our effectiveness in carrying out the many and varied programs of this Department. I have directed the Office of Budget and Finance to obtain special analyses of program support and the specific objects for which Departmental funds are used. Increases should not be requested in any program support functions for other than increased pay costs except where special needs and circumstances clearly indicate that operating program results would be otherwise impaired.

The most effective utilization of our manpower is a goal we must attain with this budget. Your estimates should reflect reductions in employment and dollars resulting from more effective utilization of manpower as well as from other management improvements. The performance

of work through contracts, grants, and other means not involving direct Federal employment should also be proposed whenever such means are as economical and efficient as Federal employment.

As always, the development of the annual budget is a big and difficult job. With your complete cooperation, we can make it a rewarding one.

Charles S. Murphy

Charles S. Murphy
Under Secretary

Mr. Rasmussen

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

June 26, 1963

MEMORANDUM TO EMPLOYEES OF USDA IN THE WASHINGTON AREA

Teen-Age Programs - July 3, 10 and 17, 1963

To become better acquainted with the work of the U. S. Department of Agriculture, your teen-age sons and daughters are invited to a series of programs at 10:30 Wednesday mornings, July 3, 10 and 17 in the Jefferson Auditorium of the South Building.

Opportunities for all types of work related to agriculture will be highlighted in these sessions. We have selected special films and slides to provide background understanding of these career opportunities. Our staff experts in each field will be on hand to give more specific details about these jobs, and to outline the type of training our young people will need to qualify for such careers.

These programs are part of the "Widening Horizons" project sponsored by Federal agencies in cooperation with the Urban Service Corps of the D. C. Public Schools. The purpose is to encourage young people to enrich their summer days by studying career opportunities and exploring the educational and cultural resources of our capital city.

All students between the ages of 12 and 20 are welcome to attend these programs; those enrolled in the District of Columbia schools will receive a certificate for participation in the program.

The first program (10:30 a.m. on July 3) will include a welcome by Mrs. John A. Baker, chairman of the series, and a talk by Under Secretary Charles Murphy on "Inside the USDA." Also featured will be The River, the prize-winning documentary film.

Orville L. Freeman

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

June 28, 1963

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Equal Employment Opportunity Program
in Government Contracts

The attached letter confirms the assignment of special compliance reviews to this Department. This is a top priority part of the nondiscrimination in employment in Government contracts program covered in Department Administrative Regulations 5 AR 218. Those agencies holding contracts on which compliance reviews are to be made have been or will be advised thereof.

The conduct of these compliance reviews shall be consolidated under the general direction and supervision of the Director and Assistant Director of Plant and Operations, the Department Contracts Compliance Officer. The sharing of personnel and other costs will be determined by the Director in consultation with agencies whose contracts are being reviewed. All agencies are requested to cooperate in this program and to make available to this program such personnel and facilities as may be requested by the consolidated activity.

Joseph M. Robertson
Administrative Assistant Secretary

Attachment

THE PRESIDENT'S COMMITTEE ON EQUAL EMPLOYMENT OPPORTUNITY
Washington 25, D. C.
June 26, 1963

Mr. Joseph M. Robertson
Administrative Assistant Secretary
Department of Agriculture
Administration Building, Room 220-A
Washington 25, D. C.

Dear Mr. Robertson:

This will confirm the assignment of special compliance reviews which were delivered to you during our meeting on Thursday, June 20, 1963.

The first group of assignments were contained in the listing captioned "One Thousand Employees or More - No Negroes."

Should your agency hold responsibility for one of these 46 contractor facilities, we ask that you accomplish a special compliance review on a top priority basis, reporting in such detail as to explain the absence of Negroes from the particular work force. These reports should be reaching the Committee within 10 days. Please indicate any changes in work force statistics as reflected in your review between the time that the first Compliance Report Form 40 was filed in 1962 and the present time. Include specific corrective action taken, if any.

The second group of special compliance review assignments include 1,896 individual facilities located in 59 selected cities. We ask that you proceed to accomplish these reviews immediately, forwarding reports of individual reviews as they are accomplished. We ask that the first reports be scheduled to reach this office within 10 days of this letter.

As was explained during the meeting of June 20, 1963, we anticipate an agency listing of many additional contractors found in the 59 cities together with the advice of when compliance reviews may be expected on such additional contractors.

We have set July 30, 1963 as the target date for the completion of all reviews. We are confident that you will do all possible to meet this request. Should you experience difficulties you may rest assured that we will do all we can to be of assistance.

Sincerely yours,

Percy H. Williams

Percy H. Williams
Assistant Executive Director
Contract Compliance

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

July 23, 1963

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Program Review Board

superseded by Sec. Mem. # 1578 7-2-65

About two years ago, the Secretary established the Program Review Board to provide a method for regularly considering major problems of interest or concern to the Secretary's immediate staff, other than those items which are considered by the Board of Directors of the Commodity Credit Corporation. Specifically, the Program Review Board affords an opportunity for:

1. Reviewing operations of the various agencies.

2. Providing the Secretary with a regular procedure for obtaining the views and advice of his immediate staff charged with program direction and coordination.

3. Providing the Secretary's immediate staff with a regular procedure for ascertaining and discussing facts as a basis for making judgments and for rendering informed advice to the Secretary.

4. Providing for a coordinated review of interagency problems.

The Board consists of:

Secretary (or Acting Secretary), presiding
Under Secretary
General Counsel
Assistant Secretary, Marketing and Stabilization
Assistant Secretary, Rural Development and Conservation
Assistant Secretary, International Affairs
Director, Agricultural Economics
Administrative Assistant Secretary

In addition to the members, Board meetings are attended by others from the Secretary's immediate staff. The Director of the Office of Budget and Finance serves as Secretary to the Board.

In order to provide more information to agencies on activities of the Board, and to obtain the views and comments of agency heads, a copy of the agenda of each meeting will be sent (not later than Tuesday afternoon) to each agency and staff office head prior to such meeting. When the subject matter of any item on the agenda relates to, or is of direct interest to, an agency or office, the agency is invited to submit written comments with respect to such item for circulation prior to the meeting, and the agency head or his alternate may attend the Board meeting. Any suggestions for consideration by the Board should be submitted to the Director of the Office of Budget and Finance for scheduling on the agenda.

The Board usually meets weekly on Thursday at 2 p.m. in the office of the Under Secretary, Room 200-A. If the agenda has not been received by Tuesday afternoon, you should assume that the Board meeting for the following day has been canceled.

Charles S Murphy

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

August 23, 1963

MEMORANDUM TO ALL EMPLOYEES OF THE
DEPARTMENT OF AGRICULTURE

Support of National Conference on Problems of Rural Youth

As an outgrowth of the 1960 White House Conference on Children and Youth and, subsequently, the 1961 Conference on Unemployed Out-of-School Youth in Urban Areas, the National Committee for Children and Youth (a White House Conference continuing body) is sponsoring the Conference on Problems of Rural Youth in a Changing Environment at Oklahoma State University, Stillwater, September 22-25, 1963.

The Department of Agriculture and other Federal Agencies and Departments, together with numerous State and private groups, are cooperating in this effort to find new ways and improve present methods toward better programming to enhance the future of our rural youth. The problems of rural youth pose deep concern for all responsible persons. Hence, they have special implications for us in Agriculture. Rural youth problems are our problems.

The Nation is facing the problem of unemployed, out-of-school youth in urban areas and remedial programs are under way. However, we yet have to deal with problems of unemployed and underemployed out-of-school youth in rural areas.

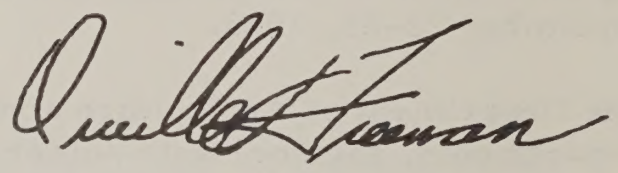
Many of these young people live on farms, in villages, in mountain areas, and under conditions unknown to the average American.

The availability of adequate educational opportunities, especially for vocational education and counseling is highly deficient for the large number of rural youth, particularly in the areas from which the heaviest migrations occur.

Consequently, I urge all USDA personnel in appropriate program areas to give aid and assistance wherever and whenever possible to the conference and ensuing efforts toward providing broader educational and occupational opportunities for rural youth.

Each agency should make available appropriate aspects of its programming toward the improvement of this vital source of human potential and leadership. Since most agencies have basic interest and concern for the improvement of young people we have much compentent USDA personnel capable of enhancing youth programs and development. For example, the Cooperative Extension Service, with its youth programs -- 4-H, YMW and IFYE -- is rendering wide support across the Nation toward the improvement of young people. Other agencies have specific responsibilities to this segment of the total population.

Through cooperation and coordination we should be able to considerably improve on present activities in this important area.



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

September 17, 1963

MEMORANDUM TO THE HEADS OF DEPARTMENT AGENCIES

National Employ-the-Physically Handicapped Week, 1963
October 6-12, 1963

President Kennedy has, through Proclamation of August 28, 1963 (reproduced on the reverse side of this message), declared the week beginning October 6, 1963 as National Employ the Physically Handicapped Week, 1963

The Proclamation of the President calls upon Government officials and all other interested persons and groups to cooperate in the observances. It requests volunteers to rededicate themselves to helping others throughout the year to help themselves.

I again urge every employee to participate fully in National Employ the Physically Handicapped Week, 1963. It is a wonderful thing to be able to give of ourselves to help those who need it.

Joseph M. Robertson
Administrative Assistant Secretary

Proclamation 3551

NATIONAL EMPLOY THE PHYSICALLY HANDICAPPED WEEK, 1963

By the President of the United States of America

A Proclamation

WHEREAS the force behind our Nation's vitality and strength is imbedded in an environment which permits the full exercise of every citizen's right to lead a useful and satisfying life; and

WHEREAS the right to an opporunity to work is a birthright of all persons, irrespective of physical condition; and

WHEREAS a large segment of our population, despite physical and mental handicaps, is desirous of gaining an opportunity to employ their skills and talents, consistent with their capacities, by participating in our Nation's progress through meaningful employment; and

WHEREAS every means should be utilized to foster and encourage the voluntary acceptance of handicapped workers so that they may share fully in the benefits of our economic growth while contributing to the enrichment of our Nation as a whole; and

WHEREAS the Congress, by a joint resolution approved August 11, 1945 (59 Stat. 530), has designated the first week in October of each year as National Employ the Physically Handicapped Week and has requested the President to issue a suitable proclamation each year:

NOW, THEREFORE, I, JOHN F. KENNEDY, President of the United States of America, do call upon the people of our Nation to observe the week beginning October 6, 1963, as National Employ the Physically Handicapped Week, and to cooperate with the President's Committee on Employment of the Handicapped in furthering equal employment opportunity for the handicapped.

I also call upon Federal, State, and local public officials, leaders of industry and labor, and other interested individuals and organizations to cooperate in its observance by renewing their efforts toward creating community awareness of the abilities of handicapped persons. I urge all volunteers to rededicate themselves during that week to continuing their year-round interest and activities on behalf of the handicapped.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the United States of America to be affixed.

DONE at the City of Washington this twenty-seventh day of August in the year of our Lord nineteen hundred and sixty-three, and of the Independence of the United States of America the one hundred and eighty-eighth.

[SEAL]

JOHN F. KENNEDY

By the President:

DEAN RUSK,
Secretary of State.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

October 14, 1963

TO: Assistant Secretaries
Staff Assistants
Agency Heads

FROM: Joseph M. Robertson
Administrative Assistant Secretary

For the past several months, the Agricultural Stabilization and Conservation Service has been attempting to "simplfy" their handbooks and instructions.

This is a task that all of the USDA agencies are constantly working on. This seemed to be such an outstanding progress report that I thought you might like to see a "sample" of what Mr. Godfrey and his associates are accomplishing in ASCS.

Enclosure

UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Stabilization and Conservation Service
Office of the Administrator
Washington 25, D.C.

October 11, 1963

MEMORANDUM TO: The Secretary

During the Estes hearings last year quite a bit was said in regard to our program handbooks and instructions. As you recall, we placed special emphasis on this in our reorganization and are very pleased to report progress as shown on the attached report.

/s/ Horace D. Godfrey

Horace D. Godfrey
Administrator

Attachment

FARMER PROGRAMS DIVISION

PROGRESS REPORT ON IMPROVEMENT OF HANDBOOKS
October 1, 1963

		NO. OF TEXT PAGES ELIMINATED	NO. OF WORDS ELIMINATED	PERCENT OF TEXT PAGES ELIMINATED	NO. OF GADGETS ELIMINATED	NO. OF DELEGATIONS TO FIELD	STAGE OF COMPLETION
1-SU	County Sugar Beet Handbook	39	11,100	42%	4	-	Delivered
2-SU	State Sugar Beet Handbook	20	4,700	53%	1	-	Delivered
3-SU	County Sugarcane Handbook	49	15,000	36%	-	1	Delivered
4-SU	State Sugarcane Handbook	12	2,820	22%	-	2	Delivered
1-LD	Wool Payment Program Handbook	9	2,115	10%	-	-	Delivered
2-LD	Mohair Payment Program Handbook	7	1,645	12%	-	-	Printer
1-TB	Tobacco Allotment and Yield Handbook	61	10,810	46%	9	2	Delivered
5-TB	Tobacco Marketing State Handbook	45	10,575	34%	4	-	Delivered
1-Wheat	Wheat Allotment Handbook	20	4,700	10%	-	-	Delivered
5-FG	Feed Grain Program	59	22,540	42%	6	3	Printer
7-CN	Cotton Loan Handbook	14	3,990	27%	-	-	Delivered
10-CN	Cottonseed Purchase Handbook	2	570	6%	-	-	Delivered
14-CN	Cotton Loan Program Clerk's Handbook	4	1,140	17%	-	-	Delivered
14-GR	Price Support Honey Supplement	30	8,550	68%	-	2	Delivered
14-GR	Price Support Peanut Supplement	24	5,640	66%	-	-	Delivered
1-ACP	Agricultural Conservation Program Handbook	219	35,500	42%	16	14	Delivered
1-CP	Acreage and Compliance Determination (State Offices)	5	1,175	18%	-	3	Delivered
2-CP	Acreage and Compliance Determination (County Offices)	12	2,820	15%	6	4	Printer
3-CP	Acreage and Compliance Field Determination (County Offices)	50	11,750	42%	2	-	Printer
1-Rice	Rice State and County Handbook (Producer Basis)	61	16,335	51%	4	-	Printer
2-Rice	Rice State and County Handbook (Farm Basis)	59	13,865	56%	3	-	Printer
1-CN	Upland Cotton Allotment Handbook	20	4,700	24%	5	-	Delivered
3-CN	ELS Cotton Allotment Handbook	21	5,165	20%	5	-	Printer
1-PN	Peanut Allotment and Marketing Quota Handbook	36	10,260	23%	7	-	Delivered
5-SU	Caribbean Sugarcane Handbook	25	5,775	24%	-	-	Draft
6-SU	Hawaiian Sugarcane Handbook	26	4,700	20%	-	-	Printer
5-CN	Cotton Marketing Quota Handbook	133	31,255	51%	8	-	Draft
6-AO	Appeals Handbook	5	1,175	20%	-	-	Draft
2-PA	Marketing Quota Review Handbook	27	5,345	47%	-	-	Draft
7-AO	Common Program Provisions	5	1,155	25%	-	-	Delivered
	TOTALS 1/ 30	1,099	256,870	36%	80	31	

1/ Does not include handbooks that are not in final draft or ready for final draft

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

November 26, 1963

TO: All Department Employees

The World, Our Nation, and Agriculture have lost a great leader. It is for us in the Department of Agriculture to do our part to carry forward what he began -- to realize in full measure the promise of Agriculture to people everywhere.

The World, Our Nation, and Agriculture are fortunate that our new President is a strong leader not only trained and dedicated but also in tune with the needs of our time. President Johnson's roots are deep in agrarian life. We can look forward with confidence to continuing understanding, dedication and leadership from the Chief Executive of our Nation.

May we carry forward resolutely with full confidence what we have accomplished thus far. We have only begun our journey to a better world of peace and plenty that this new age of abundance promises all mankind if we will it, and if we are sufficiently determined to do it.

The U. S. Department of Agriculture will carry forward resolutely and confidently in that spirit.

Orville L. Freeman
Secretary

Mr Rasmussen

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20250

Codification reference:
10 AR

OFFICE OF THE INSPECTOR GENERAL

December 2, 1963

INSPECTOR GENERAL MEMORANDUM NO. 5

Use of Investigative Reports

1. Purpose. This memorandum sets forth restrictions upon the use to be made of information transmitted by the Federal Bureau of Investigation to the Office of the Inspector General; and, in addition, restrictions upon the utilization of reports of investigation prepared by the Office of the Inspector General.

2. Background. Under the provisions of Secretary's Memorandum No. 1513, dated October 18, 1962, entitled: "Liaison and Coordination with the Executive and Legislative Branches on Internal Audit and Investigation Activities," the Inspector General is, with specified exceptions, the liaison official for the Department on all internal audit and investigative matters. In this connection, the Office of the Inspector General receives considerable information from the Federal Bureau of Investigation which is of interest to the Department of Agriculture.

The information received is contained in written reports of investigation, letters and letterhead memoranda of the Federal Bureau of Investigation. The reports of investigation are classified as pending when the investigation is continuing; as pending, inactive when the investigation has been suspended temporarily, but is to be resumed; and as closed when the investigation has been completed. These reports and other communications continue to be the property of the Federal Bureau of Investigation, are merely loaned to this Department, and remain subject to recall at any time. Accordingly, in this office and in agencies of the Department to which they may be referred by this office, appropriate steps should be taken to insure adequate safeguarding and control of the reports and communications. When Departmental agencies to which this office has sent these documents no longer need them, the agencies should promptly return the documents to this office.

Reports of investigation are prepared by the Office of the Inspector General in accordance with the transfer of internal audit and investigative activities to this office pursuant to Secretary's Memorandum No. 1524, dated December 21, 1962, entitled: "Strengthening of Internal

Distribution: SEC 1

Audit and Investigative Activities." Under the provisions of 1 Administrative Regulations 536 and 8 Administrative Regulations 2095, these investigative reports are confidential and privileged. Except as may be otherwise permitted or required by law, directive or regulation, the reports of investigation are prepared for use solely within the Department of Agriculture, and the identity of informants mentioned in the reports is to be protected. Internal controls should be established to insure that investigative reports are adequately safeguarded; and the reports should be filed in the manner prescribed in 8 Administrative Regulations 2096, where applicable.

3. Use Within Department. Dissemination within the Department of Agriculture of reports and other communications initially received by the Office of the Inspector General from the Federal Bureau of Investigation, or of the contents of these documents, should be made only to persons having a need to know the information contained in the documents by reason of their official duties. Unless advance permission for such action is received from the Office of the Assistant Inspector General, Analysis and Evaluation, no copy, reproduction, or paraphrase of, or quotation or extract from, a report or other communication of the Federal Bureau of Investigation should be made.

Since these documents should not be made available to individuals, as such, particularly individuals investigated or their representatives, the documents should not be used within the Department as the basis for instituting adverse actions against employees for disciplinary reasons. No such report or other communication of the Federal Bureau of Investigation should be used as a part of, or an exhibit to, or be referred to in, any Departmental report, file, or record which may have, in turn, a distribution broader than that permitted for the report or other communication under the provisions of this memorandum. While an investigation by the Federal Bureau of Investigation is in a pending status, no Departmental steps, such as the initiation of a parallel investigation, should be taken which might impede or prejudice any action of the Federal Bureau of Investigation or other element of the Department of Justice. Regardless of the pending or closed status of its investigation, informants, internal operations and investigative techniques of the Federal Bureau of Investigation should not be compromised.

Reports of investigation prepared by the Office of the Inspector General are not subject to examination except in the performance of official duties and on a need to know basis. These reports, when furnished agencies of the Department, should be circulated within the agencies only among administrative officials who are required to initiate action based upon information in the reports; and copies of the reports should not be made. The identity of informants mentioned in any investigative report

should not be disclosed by administrative officials to whom the report is sent, and the officials should exercise care to prevent embarrassment to any person by reason of his having furnished information in connection with an investigation. Except as may be permitted or required by applicable law, directive or regulation, an investigative report or its contents should not be made available to the subject of investigation or his representative.

4. Dissemination Outside Department. Reports or other communications received by this office directly from the Federal Bureau of Investigation, or the contents of these documents, should not be disseminated outside the Department of Agriculture, unless advance permission for such dissemination, secured through the Office of the Assistant Inspector General, Analysis and Evaluation, is received from the Federal Bureau of Investigation or other element of the Department of Justice. Consistently, absent such advance permission, there should be transmitted outside the Department no copy, reproduction, or paraphrase of, or quotation or extract from, the subject reports or other communications; and persons from without the Department should not be permitted to examine these documents, or be informed of their existence.

Except as may be permitted or required by applicable law, directive or regulation, investigative reports made by, or investigative data of any type collected by, the Office of the Inspector General should not be furnished to any person, committee or agency outside the Department of Agriculture. However, contents of these reports may be discussed with, or examined by, those persons in the Executive Branch of the United States Government who are entitled to such discussion or examination by reason of their official duties.

5. Classified Material. When reports or other communications received by the Office of the Inspector General from the Federal Bureau of Investigation and reports of investigation prepared by this office are classified confidential, secret or top secret, handling of and access to these reports and other communications will be governed both by the Records Security Regulations of the Department of Agriculture and by provisions of this memorandum not inconsistent with those regulations.

6. Codification. Pertinent provisions of this memorandum will be codified in Title 10 of the Administrative Regulations of the Department of Agriculture.

Lester P. Condon

Lester P. Condon
Inspector General

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

December 6, 1963

MEMORANDUM TO ALL EMPLOYEES OF THE
DEPARTMENT OF AGRICULTURE

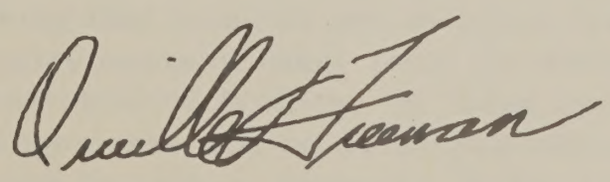
Observance of Human Rights Week

Fifteen years ago in 1948 the United Nations General Assembly adopted the Universal Declaration of Human Rights. Each year since then the Department of Agriculture has helped to observe that event by participation in Human Rights Week. The Secretary of State again has asked for the assistance of the Department in carrying out the annual Nation-wide program for observance of Human Rights Day (December 10) and Human Rights Week (December 10-17).

The President of the United States, the governors of various states and a large number of civil officials have, since 1948, noted the importance of the Universal Declaration of Human Rights by issuing proclamations concerning it.

This year Human Rights Week follows closely upon the tragic death of our President, John F. Kennedy. He stood foremost among those who in modern times have championed human rights and the brotherhood of man. It is fitting that we as employees of the Executive Branch of the Federal Service join together in honoring him through emulation of his acts and spirit in those related areas. I ask that we in the Department do this at all levels of responsibility by dedicating ourselves singularly and collectively throughout the year to the positive achievement of human rights as reflected in the U. S. Bill of Rights, the Universal Declaration of Human Rights and the Declaration of the Rights of the Child.

Actions that may be taken in connection with the observance are printed on the reverse of this memorandum.



THINGS YOU CAN DO

Ask appropriate organizations in your area to help, through group action, in making Human Rights Day and Human Rights Week effective. Religious, civic, and fraternal units are among those potentially interested in active support of human rights. Action by a single person - you - may be the spark needed to start the group on constructive work in support of human rights.

1. Organize a special committee, representing all local groups interested in human rights, to carry on promotion of the human rights themes reflected in the U. S. Bill of Rights, the Universal Declaration of Human Rights, and the Declaration of the Rights of the Child.

2. Ask city, county, or state officials to issue proclamations recognizing Human Rights Day and Human Rights Week.

3. Ask for the advice and cooperation of the public media specialists in your area - leaders in the newspaper, broadcasting, advertising, public relations, and allied fields - in making use of their facilities to promote human rights themes.

4. Ask public personalities in your area - religious leaders, educators, and politicians, for example, to stress human rights themes in their public addresses. Help to get their messages to larger audiences through the cooperation of the public media leaders.

5. Talk to educators at all levels - teachers, principals, and superintendents - about including human rights themes in school assembly programs and other educational activities.

6. Ask that displays featuring human rights themes be set up in your area.

7. Actively seek answers to the question of how human rights objectives can best be obtained in terms of the particular problems of your area, not just on Human Rights Day or during Human Rights Week, but throughout the year.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

December 16, 1963

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Federal Telecommunications System

Pursuant to Presidential authorizations and directives of the Bureau of the Budget, the General Services Administration was given the responsibility for providing a unified civil agency communications system to service both day-to-day and emergency requirements.

The first phase of the system identified as the Federal Telecommunications System (FTS) was inaugurated on February 15, 1963. The telephone portion of the system is now in the final stages of development for full scale implementation on July 1, 1964. This system will provide Government communications to more than 350 metropolitan areas and approximately 7500 civil agency offices in the United States. It will account for about 90% of the present Federal commercial telephone calls and will result in an over-all saving on a government-wide basis. The system will also be the essential voice communication link during an emergency condition.

The Department will be called upon to participate in the final stages of the system as local area service and emergency requirements dictate. Specifically, there are locations where a telephone facility, i.e. a switchboard, operated by the Department can meet the service requirements of the FTS and possibly the local area service of other Government agencies. This is true at Ames, Iowa; Missoula, Montana; Pueblo, Colorado; and Flagstaff, Arizona. Undoubtedly, other locations will develop as the GSA engineering progresses. In these locations, GSA has determined it to be more economical to use the Department telephone facility as the terminal point for the FTS circuitry serving that location and in some cases to consolidate the telephone requirements of other local Government agencies with the Department switchboard facility. In these instances, satisfactory cost recovery arrangements will be developed between the Department and GSA. In some locations, however, it has been determined to be more economical, from the over-all Government standpoint, to discontinue the individual telephone service of a Department office and consolidate their service requirement with those of another civil agency in the same location. It is recognized

that in all instances savings will not accrue to each individual office at the local level. To the extent possible, however, there will be equitable distribution of savings and costs of the system to the using agencies.

The coordination and cooperation among all field offices in the area of this system will facilitate the completion of the project. There is enclosed a list of cities being considered for this phase of the FTS. This list is not final; additions and deletions will be made periodically as requirements dictate. Therefore, it is requested that field offices of your agency located in the affected areas be advised that the Department has informed GSA that all of our field offices so affected will cooperate to the fullest extent in this endeavor. GSA Regional Communication Office representatives will be in contact with our field offices at an early date for the purpose of explaining the FTS, assuring that service requirements are properly incorporated and explaining the role planned for the contracted field office.

With your cooperation and that of the field offices of your agency, the established date for completion of this system will be met. Any questions concerning this memorandum may be directed to Mr. G. E. Webster, Office of Plant and Operations, extension 6867.

Joseph M. Robertson
Administrative Assistant Secretary

Attachment

FEDERAL TELECOMMUNICATIONS SYSTEM
COMMUNICATION POINTS

ALABAMA
Anniston
Auburn
Birmingham
Decatur
Huntsville
Mobile
Montgomery
Sheffield
Tuscaloosa

ALASKA
Anchorage
Juneau

ARIZONA
Flagstaff
Nogales
Phonenix
Prescott
Tucson
Winslow
Yuma

ARKANSAS
Fayetteville
Fort Smith
Little Rock

CALIFORNIA
Alamitos
Azusa
Bakersfield
Canoga Park
Downey
Edwards
El Centro
El Segundo
Fresno
Goletta
Hayward
Huntington
Livermore
Lompoc
Los Angeles
Mountain View
Nimbus

CALIFORNIA (Cont'd.)
Oakland - Berkeley
Oxnard
Pasadena
Palo Alto
Rancho Cordova
Redding
Redondo Beach
Riverside
Sacramento
San Bernardino
San Diego
San Francisco
San Jose
Santa Barbara
Santa Monica
Santa Rosa
Stockton
Sunnyvale
Van Nuys

COLORADO
Boulder
Colorado Springs
Denver
Ft. Collins
Grand Junction
Pueblo

CONNECTICUT
Bridgeport
Hartford
Middletown
New Haven
New London
Stamford
Waterbury
Windsor

DELAWARE
Dover
Newark
Wilmington (Delaware City)

DISTRICT OF COLUMBIA
Washington

FLORIDA
Cocoa Beach (Cape Canaveral)
Fort Lauderdale
Gainesville
Jacksonville
Key West
Merritt Island (Patrick AFB)
Miami
Orlando
Pensacola
St. Petersburg
Tallahassee
Tampa
West Palm Beach

GEORGIA
Albany
Athens
Atlanta
Augusta
Columbus
Macon
Rockdale
Savannah
Thomasville

HAWAII
Honolulu

IDAHO
Boise
Idaho Falls
Pocatello

ILLINOIS
Argonne
Champaign
Chicago
Danville
Decatur
E. St. Louis
Galesburg
Joilet
Kankakee
Lemont
La Grange
Peoria

ILLINOIS (Cont'd.)
Quincy
Rockford
Rock Island
Springfield

INDIANA
Evansville
Fort Wayne
Gary
Hammond
Indianapolis
Lafayette
Marion
Muncie
New Albany
South Bend
Terre Haute

IOWA
Ames
Burlington
Cedar Rapids
Davenport
Des Moines
Dubuque
Fort Dodge
Iowa City
Mason City
Ottumwa
Sioux City
Waterloo

KANSAS
Dodge City
Hutchinson
Kansas City
Salina
Topeka
Wichita

KENTUCKY
Lexington
Louisville
Owensboro
Paducah
Pikeville

LOUISIANA
Alexandria
Baton Rouge
New Orleans
Shreveport

MAINE
Augusta
Bangor
Calais
Portland

MARYLAND
Baltimore
Beltsville
Cumberland
Frederick
Gaithersburg
Germantown
Greenbelt
Hagerstown

MASSACHUSETTS
Boston
Cambridge
Fall River
Lawrence
Lowell
New Bedford
Pittsfield
Springfield
Worcester

MICHIGAN
Ann Arbor
Battle Creek
Detroit
Escanaba
Flint
Grand Rapids
Jackson
Kalamazoo
Lansing
Muskegon
Saginaw

MINNESOTA
Duluth
Minneapolis
Owatonna
Rochester
St. Cloud

MINNESOTA (Cont'd.)
St. Paul
Warsaw

MISSISSIPPI
Biloxi
Gulfport
Hattiesburg
Jackson
Michoud - Pearl River
Southwest
Vicksburg

MISSOURI
Columbia
Hillsboro
Jefferson City
Joplin
Kansas City
Neosha
St. Charles
St. Joseph
St. Louis
Springfield

MONTANA
Billings
Butte
Great Falls
Helena
Missoula

NEBRASKA
Grand Island
Lincoln
North Platte
Omaha

NEVADA
Fallon
Carson City
Las Vegas
Reno
Boulder City - Mercury

NEW HAMPSHIRE
Concord
Durham
Laconia
Lebanon
Manchester

NEW JERSEY
Atlantic City
Camden
Newark
New Brunswick
Paterson
Princeton
Somerville
Trenton

NEW MEXICO
Albuquerque
Carlsbad
Las Vegas
Los Alamos
Roswell
Sante Fe
White Sands

NEW YORK
Albany
Auburn
Beth Page L.I.
Binghampton
Buffalo
Elmira
Hempstead, L.I.
Ithaca
Jamestown
Kingston
Newburgh
New York City
Ogdensburg
Patchogue
Poughkeepsie
Rochester
Schenectady
Syracuse
Upton
Utica
Watertown
White Plains

NORTH CAROLINA
Asheville
Charlotte
Durham
Fayetteville
Greensboro
Greenville

NORTH CAROLINA (Cont'd.)
Raleigh
Salisbury
Wilmington
Winston-Salem

NORTH DAKOTA
Bismarck
Fargo
Grand Forks

OHIO
Akron
Canton
Cincinnati
Cleveland
Columbus
Dayton
Findlay
Hamilton
Lima
Mansfield
Marion
Piketon
Piqua
Miamisburgh
Portsmouth
Sandusky
Springfield
Toledo
Warren
Youngstown
Zanesville
Waverly

OKLAHOMA
Muskogee
Oklahoma City
Tulsa

OREGON
Eugene
Medford
Portland
Salem

PENNSYLVANIA
Allentown
Altoona
Butler

PENNSYLVANIA (Cont'd)
Chambersburg
Erie
Harrisburg
Lancaster
Lebanon
McKeesport
Philadelphia
Pittsburgh
Reading
Scranton
Upper Darby
Wilkes Barre
Williamsport

PUERTO RICO
San Juan

RHODE ISLAND
Newport
Pawtucket
Providence
Warwick

SOUTH CAROLINA
Aiken
Charleston
Columbia
Florence
Greenville
Spartanburg

SOUTH DAKOTA
Aberdeen
Huron
Pierre
Rapid City
Sioux Falls

TENNESSEE
Chattanooga
Clarksville
Columbia
Jackson
Johnson City
Knoxville
Memphis
Nashville
Oak Ridge

TEXAS
Amarillo
Austin
Beaumont
Brownsville
Corpus Christi
Dallas
El Paso
Fort Worth
Galveston
Houston
Laredo
Lubbock
Port Arthur
San Antonio
Texarkana
Waco
Waxahachie
Wichita Falls

UTAH
Ogden
Provo
Richfield
Salt Lake City

VERMONT
Burlington
Montpelier
Newport
St. Albans

VIRGINIA
Charlottesville
Danville
Fredericksburg
Hampton
Leesburg
Newport News
Lynchburg
Norfolk
Petersburg
Richmond
Roanoke
Wallops Island
Warrenton

WASHINGTON
Bellingham

WASHINGTON (Cont'd)
Ephrata
Everett
Olympia
Pasco
Renton
Richland
Seattle
Spokane
Tacoma
Vancouver
Walla Walla
Wenatchee
Yakima

WEST VIRGINIA
Beckeley
Charleston
Clarksburg
Elkins
Fairmont
Huntington
Martinsburg
Parkersburg
Wheeling
Morgantown

WISCONSIN
Appleton
Eau Claire
Green Bay
La Crosse
Madison
Milwaukee
Racine
Watertown
Wausau

WYOMING
Casper
Cheyenne

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

December 16, 1963

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES
AND STAFF OFFICES

Report of Economy Measures in USDA

President Johnson has requested a report on major cost reduction actions taken during the past year and on steps planned during the next year to tighten operations and effect savings. The President's vital interest in economy in Government operations is outlined in his Memorandum of November 30, 1963, which was transmitted to you (copy attached).

Our recent staff meetings have provided an excellent opportunity to review briefly some of the cost reductions which you plan as a result of the President's Memorandum. I ask that you personally review the projects of your organization as reported under our Management Improvement Project System to determine that these reflect your present thinking and to assure that your most current plans are included. Information for the report to the President, for special reports to the Bureau of the Budget, and for reports on our progress which I may need to make from time to time, will be taken from your project statements.

The President has asked that the head of each department and agency give this matter his personal attention. I shall. I ask you to do likewise. Operating our programs in the most efficient and economical manner demands our continuous personal attention and energies. I feel that we can expect the continued interest and leadership of the President in this effort.

Please make a special review of your projects so that new ones can be submitted to Mr. Cooper, Office of Management Appraisal and Systems Development by close of business December 27, 1963.

Orville L. Freeman

Attachment

THE WHITE HOUSE

Washington

November 30, 1963

MEMORANDUM FOR THE HEADS OF DEPARTMENTS AND AGENCIES

I have pledged that the Executive Branch will be administered with the utmost thrift and frugality; that the Government will get a dollar's value for a dollar spent; and that the Government will set an example of prudence and economy.

To carry out this pledge, I intend:

-- To examine agency budget requests with the determination to hold the 1965 Budget to the barest minimum consistent with the efficient discharge of our domestic and foreign responsibilities.

-- To give you my full support in your efforts to achieve administrative or legislative changes which will eliminate unnecessary procedures, curtail or drop programs of low utility, institute consolidations or other organizational economies, and effect savings in procurement.

-- To support salary scales for civil servants, military personnel, and policy officials which will enable you to retain and recruit talented, energetic, and imaginative employees.

-- To accord increased recognition to those governmental units and individuals that make notable advances in providing efficient service at lower cost.

To assist me in carrying out my pledge, I ask you:

-- To assume <u>personal</u> day-to-day responsibility for making your agency a model of good management and economical administration.

-- To press ahead vigorously with your program for manpower control and utilization which you developed in response to President Kennedy's directive of October 11, 1962.

-- To hold agency employment at or below the personnel targets established in response to President Kennedy's statement to the Cabinet of September 23, 1963.

-- To make clear to your staff that each Government employee is responsible, not only for doing his assigned job to the best of his ability, but also for devising and proposing ways to improve his performance.

-- To seek the advice of Committees of the Congress, and of private organizations and individuals, in finding ways to do the public business more economically.

-- To submit to be promptly a report of major cost reduction actions taken during the past year, and a statement of the steps which you propose to take in the next year to tighten your operations and effect savings.

The Federal Government has reason to be proud of its many recent achievements in management improvement. But we cannot rest on past accomplishments. There are as many savings to be made in the future as have ever been made in the past. The citizen's faith in free government is strongly influenced by the extent of his confidence that public servants are alert and efficient in conserving the Nation's resources entrusted to their care. For this reason, we must work hard to reduce the costs of Government, not only for the sake of the savings to be made, but also in the interest of vindicating the people's confidence in the institutions of democracy.

/s/ Lyndon B. Johnson

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C., 20250

December 19, 1963

TO ALL EMPLOYEES OF THE U. S. DEPARTMENT OF AGRICULTURE

Here is a copy of President Johnson's message dated December 13, 1963.

In calling this message of President Johnson to your attention, I want to say that the Department of Agriculture is cooperating wholeheartedly in carrying out the letter and the spirit of the President's statement. I am confident that each of you will do your share.

As we near the close of 1963 and look forward to the challenges and opportunities of the year ahead, it is my sincere hope that each of you will have a Merry Christmas and a peaceful and productive New Year.

Orville L. Freeman

Attachment

THE WHITE HOUSE

WASHINGTON

December 13, 1963

MEMORANDUM TO HEADS OF DEPARTMENTS AND AGENCIES:

I ask that you convey this personal message to all of your employees:

In these first days, men and women of all ranks within the government have asked me, "What can I do to help?" Many more of you, deeply committed to the Federal service, are undoubtedly asking yourselves the same question. It is impossible for me to make a direct and personal response to all of you, much as I would like to do so. Yet there is an answer which I would like to express to every employee in every agency at every location in the Federal Government. It is simply this: "Give your best to your job and your country."

As your Chief Executive, I will do my utmost to maintain the high quality and character of the career service in the government and to advance its usefulness through improvement. I will look to those who direct the day to day activities of this great work force and to the Chairman of the Civil Service Commission for continuing reports and recommendations to assist me in this purpose.

We have a great resource of abilities and talents among the people serving our Federal Government. We have career systems to assure continuity of people and programs. We are organized for the job and the work is before us. President Kennedy did not shrink from his responsibilities, but welcomed them, and he would not have us shrink from carrying forward the great work he began so well. I say to you as I said to the Congress: "Let us continue."

/s/ Lyndon B. Johnson

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

December 30, 1963

MEMORANDUM TO ALL EMPLOYEES OF THE
DEPARTMENT OF AGRICULTURE

Ethics

The tradition of honorable and ethical service to the public is deeply held by all who work in the Department of Agriculture. No better reflection of the trust which this has generated among those we serve can be found than in the multitude of requests for service we fill each day. We ask only that we be able to serve.

From time to time, however, those whom we help seek to express their gratitude by means other than words. This is particularly true at this season of the year when gifts are given and exchanged as tokens of respect and affection.

Gifts, gratuities, and entertainment when offered to public employees, are often a source of embarrassment and misunderstanding. An innocuous gift can often leave the open question of special favors asked for and received. To avoid these questions, a number of rules and regulations have evolved to protect both the public servant and the public interest. For example, many regulations apply to persons whose jobs involve contract awards and quality standards. Others prohibit the collecting of money for gifts to persons in higher positions, as well as the accepting of such gifts.

Secretary Freeman has said that a public servant must not only "be pure, but look pure." If you have any question as to how this applies to gifts, gratuities, and entertainment, speak to your personnel officer.

Joseph M. Robertson
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D. C. 20250

January 3, 1964

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

End-of-Year Employment, Fiscal Years 1964 and 1965

The attached memorandum from the Director, Bureau of the Budget, transmits a memorandum from the President which directs a re-examination of the employment situation in each agency to establish new and lower end-of-year employment targets for both 1964 and 1965 fiscal years.

The Office of Budget and Finance has supplied to each Department agency the employment figures resulting from the final decisions with respect to the 1965 budget, as referred to in the third paragraph of the President's memorandum. Each agency should now re-examine its situation and submit a report (in the form of the attached exhibit) to the Office of Budget and Finance indicating the further reductions which can be made. This report, original and four copies, should be submitted not later than noon, January 8, 1964.

You will note that the attached memoranda emphasize that the new targets are to be reached by positive action to produce meaningful economies rather than through adjustments which permit reporting fewer employees without taking the steps contemplated in the President's directive.

Each agency head should give this matter his personal attention, both in the establishment of the lower employment ceilings now required, and on a continuing basis to assure that every effort is being made to obtain the maximum possible output per employee.

Orville L. Freeman

Attachments

EXECUTIVE OFFICE OF THE PRESIDENT
BUREAU OF THE BUDGET
WASHINGTON 25, D.C.

OFFICE OF
THE DIRECTOR

December 26, 1963

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

The President has asked me to transmit to you the attached directive concerning control of Federal employment. You will note that the President asks for prompt and personal action on your part, and that he plans to review each response personally.

The initial action required is an identification of new end-of-year employment targets for FY 1964 and 1965 below those allowed your agency by the President's decisions on the 1965 budget. If you have not yet been notified of that allowance, you will be advised immediately.

As guides to the preparation of your report to the President, I would suggest the following:

1. That the new targets for large agencies be broken down into subtargets for each of the major constituent parts of the agency.

2. That the targets differentiate between permanent and other employees.

3. That the new targets be achieved by methods which produce meaningful Government economies, rather than by devices of a merely statistical nature.

4. That this report be submitted to the President no later than January 10, 1963.

The form and content of the quarterly progress reports also required by the President will be the subject of a future memorandum.

Kermit Gordon
Director

Attachment

THE WHITE HOUSE

WASHINGTON

December 24, 1963

MEMORANDUM FOR THE HEADS OF DEPARTMENTS AND AGENCIES

Subject: Control of Federal Employment

The Budget which I will send to the Congress next month will not only halt the growth in Federal employment, but will actually make a small reduction from this year's level.

Even though nothing like this has happened in the last decade, I am still unconvinced that we are getting the maximum possible output per employee. I believe we can do better.

The Budget Director will shortly notify you of the year-end maximum employment levels which result from my final budget decisions for both fiscal years 1964 and 1965.

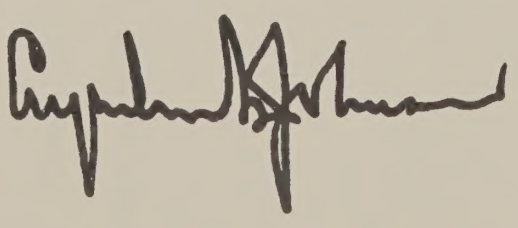
Let me make it clear that these end-of-year figures are ceilings, not goals.

As soon as these figures reach you, I want you personally to re-examine your employment situations and to establish new end-of-year targets below these maximums. I want you to report these targets to me promptly. I will review them personally.

When I approve new targets for your agency, you will put them into effect and make strenuous efforts to achieve them through tighter management, redeployment of personnel, simplification of procedures, and stripping work to essentials.

I will expect you to make quarterly reports to me, beginning April 1, 1964, on what you have accomplished under this effort.

Finally, once I have given my approval to your new targets, they are not to be exceeded without my explicit approval.



UNITED STATES DEPARTMENT OF AGRICULTURE

(Agency)

Year-End Employment, Fiscal Years 1964 and 1965

Item	June 30, 1964			June 30, 1965		
	Permanent Positions	Other	Total	Permanent Positions	Other	Total
Target under 1965 Budget allowances						
Further reductions proposed:						
1. (Show separately each action proposed to achieve further reductions, indicating the nature of the specific action to be taken, the effect on the program (briefly stated), the dollar savings in each year and the appropriations or funds to which applicable)						
2. (Continue listing)						
Revised target						

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

January 30, 1964

MEMORANDUM TO ALL EMPLOYEES OF THE
DEPARTMENT OF AGRICULTURE

This statement of President Johnson's in his Budget Message delivered January 21, 1964, impressed me very much.

> "I call upon all Government employees to observe three paramount principles of public service:
>
> "First, complete fairness in the administration of governmental powers and services;
>
> "Second, scrupulous avoidance of conflicts of interest; and
>
> "Third, a passion for efficiency and economy in every aspect of Government operations.
>
> "For its part, the Federal Government must be a good employer. It must offer challenging opportunities to its employees. It must be prompt to recognize and reward initiative. It must pay well to attract and keep its share of dedicated and resourceful workers. It must welcome fresh ideas, new approaches, and responsible criticism.
>
> "For 33 years I have been in Government service. I have known its challenge, its rewards, and its opportunities. But all these will multiply in the years to come. The time is at hand to develop the Federal service into the finest instrument of public good that our will and ingenuity can forge."

I hope that you will read this statement carefully and that all of us will cooperate to the fullest with the President in his desire to "develop the Federal service into the finest instrument of public good that our will and ingenuity can forge."

Orville L. Freeman

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

March 11, 1964

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

National Farm Safety Week
July 19-25, 1964

President Lyndon B. Johnson has proclaimed the week beginning July 19, 1964, as National Farm Safety Week. He calls upon all Americans to observe this week and its theme, "Safer American Families Everywhere."

All organizations and individuals allied with agriculture are urged to unite in this effort to reduce the shocking number of farm, home, and highway accidents.

The Department of Agriculture and the National Safety Council co-sponsor National Farm Safety Week. They work with the State Co-operative Extension Services, farm organizations, the farm press, radio, television, and other groups. Therefore, I am urging all services of the Department to request their personnel to do everything possible to promote farm safety and to offer assistance to these other groups in observing National Farm Safety Week.

The Federal Extension Service is cooperating with the State Extension Services, and the Office of Information is assisting through national communications channels.

We should all help promote greater farm safety throughout the year, as well as during this special Farm Safety Week.

Orville L. Freeman

THE WHITE HOUSE

NATIONAL FARM SAFETY WEEK, 1964

- - - - - - - -

BY THE PRESIDENT OF THE UNITED STATES OF AMERICA

A PROCLAMATION

Notwithstanding the fact that hundreds of thousands of volunteer leaders and members of rural organizations actively participate in community, State, and national safety programs which have proved effective in reducing the number and rate of accidents among farm residents, accidents still cause thousands of deaths and nearly a million disabling injuries to farm people each year. This loss of human and economic resources causes a significant adverse impact upon the economy of the entire Nation and must be viewed as a matter of national concern.

I feel that the many public-spirited persons responsible for past and present farm safety efforts should be commended for their notable achievements and that these efforts should be given renewed public recognition and support. In addition, I urge that vigorous new efforts be made to eradicate, insofar as feasible, all of the reasonably foreseeable causes of farm and rural accidents. Accomplishment of that objective should be the goal of National Farm Safety Week, 1964.

NOW, THEREFORE, I, LYNDON B. JOHNSON, President of the United States of America, do hereby call on the people of the Nation to observe the week beginning July 19, 1964, as National Farm Safety Week; and I urge all persons and organizations, particularly those working in agriculture, to unite in a strong and purposeful effort to reduce farm, home, and rural highway accidents to an irreducible minimum.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the United States of America to be affixed.

DONE at the City of Washington this twenty-fourth day of February in the year of our Lord nineteen hundred and sixty-four, and of the Independence of the United States of America the one hundred and eighty-eighth.

(SEAL)

LYNDON B. JOHNSON

By the President:

DEAN RUSK

Secretary of State

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

April 14, 1964

MEMORANDUM TO SECRETARY'S STAFF AND AGENCY HEADS

Coordination of Research

Upon assuming the duties of Director of Science and Education, including those of coordinating research activities throughout the Department, I requested the Agricultural Research Service to continue to handle the administration of certain phases of research coordination. These were the Central Project Office, the Research Advisory Committees, the Agricultural Research Council, and other similar functions assigned to the Deputy Administrator for Research Planning and Coordination, Dr. E. C. Elting.

Dr. Shaw, Dr. Elting, and their associates have given me excellent cooperation in carrying out this assignment during the past few months which have been a period of my "orientation" to the far-flung research activities of the Department. We are now in a better position to have all the administration of research coordination handled directly through the Office of the Director of Science and Education.

The purpose of this memorandum is to inform you that, effective immediately, all research coordination functions formerly assigned to ARS are to be handled through the Office of the Director of Science and Education. Dr. Elting and all other personnel who have been reporting to him will report to my office. There will be no changes at the present time in the physical location of the staff concerned with research planning and coordination.

N. C. Brady, Director of
Science and Education

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

April 27, 1964

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES
AND ALL USDA FIELD OFFICES

Senior Citizens Month

President Johnson has proclaimed May as Senior Citizens Month.

As Secretary of Agriculture, I urge all USDA employees both in Washington, D. C. and in the field offices to unite in this effort to promote "better opportunities for older Americans."

The Department of Agriculture already makes extensive use of the skills and the experience of senior citizens on advisory and citizens groups with which we work. This month we should make a specific effort to determine if still greater opportunities can be offered to these senior citizens to serve.

We should also use Senior Citizens Month to emphasize and accelerate the many USDA programs that aid older people.

Such an effort is a year around endeavor. But during May, I am asking that you intensify your current activities and search for new ways both to help and to enlist senior citizens in the programs of the U. S. Department of Agriculture.

Orville L. Freeman

Attachment
(Reproduced on reverse side)

A PROCLAMATION

By the President of the United States of America

WHEREAS the number of Americans aged sixty-five and over comprise a segment of our population which is growing at an accelerating rate as the miracles of modern medicine contribute to increased life expectancy; and

WHEREAS, since not everyone is blessed with the gift of long life, those who are so endowed should occupy a place of special honor among us; and

WHEREAS our country, although more blessed with abundance than any other, cannot afford to be wasteful of its resources if it is to achieve its fullest potential; and

WHEREAS the Federal Government is deeply and constantly concerned with the well-being of all its citizens; and

WHEREAS this Nation can and should offer leadership and assistance to the States, municipalities, and voluntary organizations in their efforts to extend special recognition to and make continuing maximum use of the skills of our senior citizens:

NOW, THEREFORE, I, LYNDON B. JOHNSON, President of the United States of America, do hereby designate the month of May 1964 as *Senior Citizens Month,* and I urge all public and private organizations and all citizens to make the theme of this special month—Opportunities for Older Americans—become a living reality. Let us repay our older Americans for their sustained creative participation in our national and community life by providing them with a wide range of meaningful opportunities. Let us take all necessary steps to see that they have a real chance to enjoy health, love, and a life of dignity. Let us find ways to employ the skill and wisdom that so many of our older Americans possess and long to share. Let us make this month outstanding in our continuing effort to keep in the mainstream of our national life all those who have lived so long and contributed so generously.

I also invite the Governors of the States, the Governor of the Commonwealth of Puerto Rico, the Commissioners of the District of Columbia, and appropriate officials in other areas subject to the jurisdiction of the United States to join in the observance of Senior Citizens Month.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the United States of America to be affixed.

DONE at the City of Washington this twenty-sixth day of March in the year of our Lord nineteen hundred and sixty-four, and of the Independence of the United States of America the one hundred and eighty-eighth.

Lyndon B. Johnson

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

May 4, 1964

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Department of Defense Cost Reduction Program

Mr. Paul H. Riley, Deputy Assistant Secretary of Defense (Supply and Service), will talk to USDA officials on the cost reduction program in the Defense Department at 2 p.m. on Friday, May 15, in the Conference Room (218-A).

The cost reduction program in the Defense Department is reported to be one of the very best in the U. S. Government. I believe that you will be interested in this. I hope that you will be able to come to hear Mr. Riley and that you can bring your Deputy Administrator for Management and others who are concerned with this program.

Joseph M. Robertson
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

May 13, 1964

Dear Fellow Employees:

Since the tragic death of President John F. Kennedy on November 22, 1963, people all over the world have been asking how they personally can honor his memory. We have that opportunity now by supporting the establishment of the John F. Kennedy Library through our individual contributions.

The Library will be the national memorial to President Kennedy. It will house a complete record of his life, his times, and his Administration. It will be built on a site donated by Harvard University and selected by President Kennedy just eight weeks before his death. He had intended to make his office there. He hoped to use his experience to help train and educate young people, both from America and abroad, who wanted to serve their countries and the world. It is the wish of President Kennedy's family and friends that the spirit of his plans be fulfilled. Once the Library is built by public subscription, it will be transferred to the United States Government which will thereafter assume responsibility for its maintenance and operation. The cost of the project is estimated at $10,000,000.

A program has been organized to permit all of us who wish to contribute to do so. Special forms have been prepared for contributors to sign so that their participation can be made part of the Library's archives. This effort is completely voluntary, both for those who work to make it successful and for those who give. During the period May 15 - June 15 you will be contacted by a keyman in your agency, who has complete information about the Library.

President Kennedy would have been 47 years old on May 29. As that date approaches, it is difficult to think of a more appropriate gift in his memory than a contribution to the Library which he himself planned and which now becomes the nation's memorial to him.

Sincerely,

Orville L. Freeman

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

May 19, 1964

MEMORANDUM TO HEADS OF AGENCIES AND STAFF OFFICES

Economy Measures in USDA

President Johnson's directive concerning economy was brought to your attention by my Memorandum of December 16, 1963. The need for prudence and economy in the Executive Branch of the Government was strongly emphasized. In carrying out these objectives, the President stressed we should seek the advice of Committees of the Congress and of private organizations and individuals in finding ways to do the public business more economically. He re-emphasized, at a recent Cabinet meeting, that this would include recommendations and suggestions contained in reports of the General Accounting Office and Congressional Committees.

In the past, the Department has kept abreast of agency responsiveness to recommendations made by the General Accounting Office and certain Congressional Committees. However, the need for economy dictates that we re-examine the suggestions of all responsible groups, in order to assure that we have put into effect all practical proposals for improved operations. Therefore, I request that you examine the necessary records, and for reports issued since January 1, 1961, by:

Congressional Committees

General Accounting Office, and

Study groups or consulting firms appointed by the Department to conduct special inquiries,

submit the following information to the Office of the Inspector General by June 15, 1964.

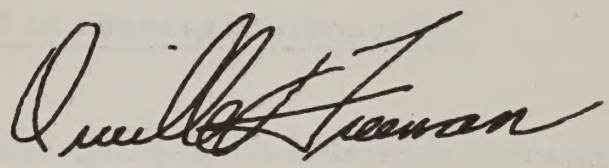
(a) Identity of report.

(b) Description of recommendations and suggestions relating to your agency.

(c) Actions taken on each recommendation adopted.

(d) Reasons for not adopting recommendations or suggestions.

Any questions you may have concerning this memorandum should be directed to the Office of the Inspector General, Extension 5931.



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

June 1, 1964

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Employment of Qualified Mentally Retarded Persons

I am gratified that the Department has participated with other Federal agencies in employing the mentally retarded in suitable types of positions. The program initiated by former President Kennedy now has the active support of President Johnson. The Civil Service Commission in reporting on progress indicates that most placements are being made in the Washington area. It is urgent that the same interest and effort be manifested in our field organizations.

In accordance with prudent management principles, I urge all agencies to consider appointment of mentally retarded persons under appropriate procedures of the Civil Service Commission.

Mindful of opportunities that may exist at field installations, I request that you issue to the field instructions and guidance concerning the program. Please send to the Department's Office of Personnel two copies of such material as you may release. The Civil Service Commission has requested copies of such information for distribution to their regional offices.

Orville L. Freeman

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

June 5, 1964

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Amendment of Regulations of the Department Relating to Rule-Making Proceedings

The recent amendment of § 1.27 of the General Regulations of the Department relating to rule-making proceedings (7 CFR 1.27) was issued to further the Department's policy regarding the availability of information to the public. It establishes a uniform rule applicable to all informal rule-making proceedings initiated by a published notice of proposed rule-making providing for written submissions of views and is to be followed by all agencies of the Department.

The amendment provides for three alternative policies to be used in dealing with the availability of submissions made pursuant to published notice of proposed rule-making. The principal features of the rule are as follows:

(1) It would apply to all instances where a notice of proposed rule-making is given.

(2) It would require that there be incorporated in the notice of proposed rule-making a statement indicating which of the three prescribed policies would apply to the availability of the submissions made pursuant to the notice.

(3) The three alternative policies may be summarized as follows:

(a) All written submissions would be made available for public inspection (§ 1.27(b)).

(b) All submissions would be made available for public inspection except those with respect to which the person making the submission requests confidential treatment and it is determined that a proper showing has been made that disclosure could adversely affect such person by disclosing information in the nature

of trade secrets or substantially disadvantage him in his business or employment. If a favorable determination on a request is made on the grounds of substantially disadvantaging the person in his business or employment, a summary statement of the basis of such determination would be made available for inspection. Where a request is denied the person making the request would be afforded an opportunity to withdraw the submission. In all instances the request for confidential treatment will be held confidential (§ 1.27(c)).

(c) Where a determination is made that the subject matter of the proposed rule is such that if meaningful submissions are to be received it is anticipated that a substantial majority would necessarily contain data which could disclose information in the nature of trade secrets, or which might substantially disadvantage the person making the submission in his business or employment, all submissions will be held confidential (§ 1.27(d)).

The official having the authority to issue the notice of rule-making will have the authority to make the determination as to whether the first or second policy will be applicable with respect to the particular rule making. The third policy contemplating confidentiality with respect to all submissions can only be used with the approval of the Secretary, Under Secretary, or Assistant Secretary.

The determination as to confidential treatment where the second policy is applicable will be made by an official having authority to issue the rule under consideration.

The statements to be incorporated in the notice of proposed rule-making are as follows:

(1) If the first policy is to apply, the statement to be used is as follows:

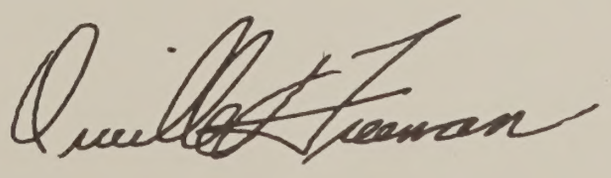
"All written submissions made pursuant to this notice will be made available for public inspection at such times and places and in a manner convenient to the public business (7 CFR 1.27(b))."

(2) If the second policy is to apply, the statement to be used is as follows:

> "All written submissions made pursuant to this notice will be made available for public inspection unless the person making the submission requests that it be held confidential and a determination is made that a proper showing in support of the request has been made on the ground that its disclosure could adversely affect such person by disclosing information in the nature of trade secrets or substantially disadvantage him in his business or employment. If it is determined that a proper showing has been made in support of the request, the material will be held confidential, otherwise notice will be given of denial of such a request and an opportunity afforded for withdrawal of the submission. Request for confidential treatment will be held confidential (7 CFR 1.27(c))."

(3) If the third policy is to apply, the statement to be used is as follows:

> "It has been determined that the subject matter of the proposed rule is such that if meaningful submissions are to be received, it is anticipated that a substantial majority will necessarily contain data which could disclose information in the nature of trade secrets or which might substantially disadvantage the person making the submission in his business or employment; therefore, all submissions pursuant to this notice will be held confidential (7 CFR 1.27(d))."



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

June 25, 1964

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Departmental Task Force on Work Measurement

Dr. William R. Van Dersal, Soil Conservation Service, and the task force which he chaired, have completed their study of Work Measurement in the Department of Agriculture. A presentation on their findings and recommendations will be made at 11 a.m. on Monday, July 6, 1964, in the Conference Room (218-A).

Their report documents the progress the Department has made in the use of work measurement tools and makes several recommendations on further action to be taken. The report will be distributed at that time, and agencies will be asked for comment following study of the report. I hope you will be able to come to hear Dr. Van Dersal and that you can bring your Deputy Administrator for Management and others who are concerned with this general area of management.

Joseph M. Robertson
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

June 29, 1964

MEMORANDUM TO ALL EMPLOYEES OF THE
DEPARTMENT OF AGRICULTURE

Presidential Citations for Economy and Efficiency

President Johnson has announced a new program of Presidential awards for employees and units making substantial improvements in management. The President wants employees and units to have a tangible symbol of his personal appreciation of their special efforts. The citations will be given in addition to any monetary or honorary awards now authorized.

Individual Awards. Citations may be given to one or more employees credited with originating improvements which produce savings or measurable benefits of $50,000 in the first year. The individual's idea or contribution must have been put into effect between July 1, 1963, and November 30, 1964.

Unit Awards. Unit citations may be given, but may not exceed one for every 1,000 employees.

Criteria. The awards will be given on the basis of effectiveness as shown in one of the following ways:

(1) Reduced costs without loss of effectiveness.

(2) Demonstrated increase in work output per man-hour.

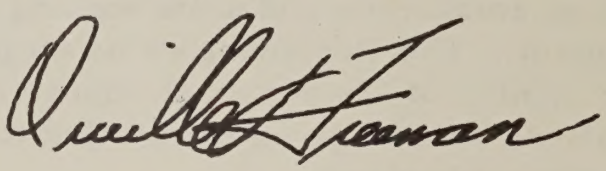
(3) Suggestions leading to reduced equipment needs, less manpower, fewer publications, reports, or forms.

(4) Improved performance of an important public service or creative solution of difficult operating problems.

(5) Notable efficiency traceable to a training program, group participation in operational improvement, or leadership in motivating employees to high standards of performance.

Administration. The Administrative Assistant Secretary will be responsible for developing the details for administering this program. I have instructed him to take action to insure that nominations will be acted upon within 30 days after they are received in the Office of Personnel. Awards will be made by the Office of the Secretary, unless circumstances require a different procedure in a particular case.

Reporting. The Presidential Citations will be reported to employees and the general public as evidence of the responsible and dedicated service rendered by Federal employees.



UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

July 2, 1964

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Policy for Federal Employment of the Handicapped

On the back of this memorandum is a policy statement from President Johnson on Federal Employment of the Handicapped. I call your attention particularly to the fact that there are three groups of people involved.

Many of the people included in these three groups are highly dedicated persons. The agencies of this Department, particularly the Agricultural Research Service and the Office of Inspector General, who have placed candidates from these groups in the right job have found that they have performed well and are indeed a credit to this Department. The record indicates that they are strongly motivated and loyal, their attendance regular, their accident rate low, and their productivity high.

Please do everything that you can to open doors for all three of these groups and take the necessary steps to call the President's interest in this program to the attention of your line officials both here in Washington and in the field.

Orville L. Freeman

THE WHITE HOUSE

WASHINGTON

April 30, 1964

TO HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Policy for Federal Employment of the Handicapped

This Government as an employer intends to show the Nation what can be done to make fuller use of the abilities of handicapped persons -- with mutual benefit to those persons, the agencies that employ them, and the public. The handicapped include --

- the qualified mentally retarded, who can perform well some of the simpler tasks that must be done in any large organization;

- the mentally restored, whose only handicap is that they once were ill;

- the physically impaired, who are not thereby occupationally disabled.

We intend to do this without creating extra jobs especially for the handicapped; without scuttling the merit system; without compromising the quality or efficiency of our work force or your ability to achieve your missions.

Your full cooperation is needed to make sure that all persons concerned with hiring, assignment, and use of employees in your organizations --

- constantly examine the work to be done and apply imagination and ingenuity to re-engineering jobs; to retraining employees; to finding less demanding assignments for those who become ill or injured, when this is necessary to their continued employment; to dealing with the handicapped on the basis of ability and fair play.

Review periodically both your accomplishments and the manner in which you are carrying out this policy. The Civil Service Commission, as coordinator of the Federal Employment effort, will report to me the results.

Let us open the door of employment opportunity to handicapped but occupationally qualified persons. Let us begin now.

/s/ Lyndon B. Johnson

THIS MEMORANDUM WILL BE IMPLEMENTED BY AN AMS NOTICE OR INSTRUCTION".

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

July 8, 1964

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Further Amendment of Regulations of the Department Relating to Rule-Making Proceedings

Section 1.27 of the General Regulations of the Department relating to rule-making proceedings (7 CFR 1.27) establishing a uniform rule applicable to all informal rule-making proceedings initiated by a published notice of proposed rule-making providing for written submissions of views has been further amended to extend the provisions thereof to all instances where a published notice solicits or affords interested members of the public an opportunity to submit written views regardless of the fact that the issuance of a rule may not be contemplated. The memorandum of June 5, 1964, on this subject sets forth in detail the policies contemplated by section 1.27 of the General Regulations of the Department with respect to proposed rule-making.

The latest amendment of this regulation adds to the regulation the following paragraph:

> (e) This section shall apply in any instance where the Department or an agency thereof by published notice solicits, or affords interested members of the public an opportunity to submit, written views with respect to any proposed action relating to any program administered in the Department regardless of the fact that the issuance of a rule may not be contemplated.

The effect of this amendment is to apply the same policies with respect to the availability of written submissions to all instances where submissions are received pursuant to published notice soliciting or affording an opportunity therefor regardless of the contemplated action giving rise to the notice. This expands the application of the regulation to instances where published notice is given soliciting or affording an opportunity

for submission of views with respect to proposed action relating to any program of the Department although the issuance of a rule is not contemplated. The provisions of the memorandum of June 5, 1964, are equally applicable with respect to the published notices and actions thereunder which are the subject of the most recent amendment of section 1.27.

Press releases relating to any published notice of opportunity to submit views to the Department or any agency thereof in all instances shall clearly indicate which of the three policies with respect to availability to the public of submissions made pursuant to the notice will be followed.

Orville L. Freeman

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

OFFICE OF PLANT AND OPERATIONS

July 13, 1964

PLANT AND OPERATIONS MEMORANDUM NO. 53, SUPPLEMENT 13

Federal Telecommunications System (FTS)

This memorandum is to advise telephone users that all of the Department's long distance calls originating in Washington, D. C., including the Federal Center Building, are now being handled commercially by the Chesapeake and Potomac Telephone Company.

This action was made necessary because the facilities of the Federal Telecommunications System telephone network could not adequately handle the number of calls generated by the Government in Washington, D. C.

You will now place all calls regardless of destination, within the contiguous 48 states, over access code "89," DO NOT DIAL CODE 100. Furnish the operator with the area code and telephone number desired, she will dial the number.

If the telephone number is not known, dial "9" for an outside line. Upon receipt of second dial tone, dial area code of city you are calling and 555-1212. After obtaining number, hang up and place call through Code "89."

Individual identification is not required on any "89" call.

This procedure affects calls originating in Washington, D. C., including the Federal Center Building, and will continue in effect until further notice.

Questions concerning this memorandum should be directed to Mr. G. E. Webster, extension 6867.

F. R. Mangham

Director of Plant and Operations

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

July 17, 1964

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Employment

In response to a request from the President, I have furnished him with a preliminary report of our employment for June 1964 and I have appointed a task force to work further on curtailing employment in this Department. The membership of the task force is:

Thomas R. Hughes, Chairman
Carl B. Barnes
Charles L. Grant

It is important that you cooperate fully with this task force in meeting the President's objectives in this regard.

Charles S Murphy
Under Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

September 22, 1964

MEMORANDUM TO AGENCY HEADS AND ALL EMPLOYEES

National Employ The Physically HANDICAPPED WEEK - 1964

President Johnson has proclaimed the week to be October 4-10, 1964. This is the 20th observance. As an Associate Member of the President's Committee on Employment of the Handicapped, I have pledged:

- INCREASED EFFORT to hire properly qualified handicapped persons.

- Continuing support of and cooperation with the President and the U. S. Civil Service Commission in all programs for the placement of the retarded and the mentally restored in jobs for which they are suited.

A copy of the Joint Statement 1964 - by the Associate Members is printed hereunder.

I need your help - each of you - to fulfill my pledge.

I ask you to:

- Help locate - employ - and utilize to the fullest extent possible the skills, talents, and capabilities of handicapped persons - using the necessary imagination and ingenuity to open the doors and keep them open for the handicapped.

By doing so you will respond directly and personally to President Johnson's "Policy for Federal Employment of the Handicapped."

- "This Government as an employer intends to show the Nation what can be done to make fuller use of the abilities of handicapped persons ...

- "We intend to do this without ... extra jobs ... scuttling the merit system ... compromising quality or efficiency ...

- "Let us begin now ..."

Attachment

Orville L. Freeman

THE PRESIDENT'S COMMITTEE ON EMPLOYMENT OF THE HANDICAPPED

WASHINGTON, D. C. 20210

JOINT STATEMENT 1964

By the Associate Members

We, the Associate Members of the President's Committee on Employment of the Handicapped, recognize the progress in rehabilitation and employment of the physically and mentally handicapped during the past two decades.

As we mark the 20th observance of National Employ the Physically Handicapped Week, we are justly proud of our record in helping the handicapped to help themselves, and we look ahead to additional progress. We are confident that the United States Government, as an employer, can show the way to even greater employment opportunities for our handicapped.

Likewise, we carry the responsibility for rendering consistently better service to the public by making maximum use of the manpower resources available and assigned to us.

Handicapped employees have proven themselves as loyal, efficient and productive public servants. Therefore, we recognize the right of each person who is vocationally qualified to earn a living -- regardless of his or her handicap -- at the highest level of his or her ability. It is also in the interest of the Nation -- and part of our way of life -- that persons who lack the capability of occupational pursuits be rendered capable through training provided by vocational rehabilitation agencies.

As partners in the progress which has come to pass and partners in the progress of the future, we pay a special tribute to the contributions and teamwork of the Vocational Rehabilitation Administration and its State counterparts, the U.S. Employment Service and its affiliated State agencies, the Veterans Employment Service, the Veterans Administration, the U.S. Civil Service Commission, and the Governors' and Community Committees on Employment of the Handicapped.

We are convinced that the hire-the-handicapped program is not only economically sound, but morally and socially just. Therefore, we pledge ourselves to increased efforts to show this country and the world what can be done to utilize to the fullest extent possible the skills, talents and capabilities of our disabled veterans and other handicapped citizens.

It has long been the policy of the Federal Government to consider the occupationally competent and qualified applicant on the basis of his or her ability. This policy will be zealously adhered to, and all handicapped employees will receive fair consideration for reassignment and promotion on the basis of ability.

more

We further pledge continuing support of and cooperation with the President and the U.S. Civil Service Commission in all programs for the placement of the retarded and the mentally restored in jobs for which they are suited.

We make this pledge with every intention of using the Federal Government's merit system efficiently and effectively without compromising production and efficiency. And, we pledge continued cooperation with placement, rehabilitation and other agencies and individuals interested in employment of the handicapped.

Signed:

DEAN RUSK, Secretary of State
DOUGLAS DILLON, Secretary of the Treasury
ROBERT S. McNAMARA, Secretary of Defense
ROBERT F. KENNEDY, Attorney General
JOHN A. GRONOUSKI, Postmaster General
STEWART L. UDALL, Secretary of the Interior
ORVILLE L. FREEMAN, Secretary of Agriculture
LUTHER H. HODGES, Secretary of Commerce
W. WILLARD WIRTZ, Secretary of Labor
ANTHONY J. CELEBREZZE, Secretary of Health, Education, and Welfare
JOHN S. GLEASON, JR., Administrator of Veterans Affairs
JOHN W. MACY, JR., Chairman, U.S. Civil Service Commission
EDWARD A. McDERMOTT, Director, Office of Emergency Planning
BERNARD L. BOUTIN, Administrator, General Services Administration

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

September 23, 1964

MEMORANDUM TO ALL USDA EMPLOYEES IN THE WASHINGTON, D. C. AREA

The Department of Agriculture has a long history of working with agricultural cooperatives. We are proud of this unique partnership and its accomplishments.

To highlight this historical relationship, fifteen agencies of the Department and the Farm Credit Administration are honoring U. S. cooperatives in a special exhibit in the Patio of the Administration Building October 6 through 23. Movies on cooperatives will be shown in the Patio Theatre continuously during the month. Also, movies from various cooperatives will be shown from 12 noon to 1 p. m. each day in Room 1605 in the South Building.

The Patio exhibit, Cooperatives--USDA Help Build a Better America, will be officially opened October 6 at 10 a. m. Exhibits will be open to the public from 9:30 a. m. to 5:00 p. m. weekdays; until 9:00 p. m. on Wednesdays, October 7, 14, and 21; and from 12 noon to 5:00 p. m. on Saturdays, October 10 and 17.

October 7 will be devoted to "How Cooperatives Can Help Build a Better America" with a special program beginning at 2:30 p. m. in the Jefferson Auditorium.

On October 19 a second special program will stress "How Cooperatives Help Develop International Understanding." Mr. David Bell, Administrator of AID, will be the principal speaker in the Jefferson Auditorium, at 10:00 a. m.

During this Cooperative Month, we urge you to become more familiar with the outstanding contributions of agricultural cooperatives to rural America and to take advantage of the opportunities to learn more about USDA's role in the cooperative movement by visiting the Patio exhibit and, if your schedule permits, attending the special programs and movies. I am sure that you and your family will find the Patio exhibit most interesting and informative.

Orville L. Freeman

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

September 28, 1964

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Regional Emergency Program Coordinators

Your attention is directed to Amendment No. 23 to Title 1 of the Administrative Regulations pertaining to the establishment of regional emergency program coordinators in the Office of the Secretary. These coordinators will provide policy guidance to, and maintain liaison with, other agencies at the regional level. In an emergency, if USDA State Defense Boards are cut off from National direction, they will maintain liaison with regional offices of the Office of Emergency Planning (OEP) and OCD (DOD) and representatives of other Federal agencies at the regional level. They will report directly to the Office of the Assistant to the Secretary (Defense Mobilization Planning).

Robert S. Reed

Robert S. Reed
Assistant to the Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

November 18, 1964

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES
AND
ASSISTANT ADMINISTRATORS FOR MANAGEMENT

Management Improvement Assignments

Secretary Freeman has asked me to move forward in several areas which require a reallocating of resources for the time being. These are important areas and I know you agree with me that high level priority must be given them. Two immediate assignments are as follows:

(1) John Cooper will concentrate upon optimizing MODE, implementation of FAME, implementation of the Washington Data Processing Center, automating mailing lists, and other projects which generally fall in the data processing area.

I have asked Carl Barnes, in addition to Office of Personnel responsibilities, to give leadership to:

(2) The implementation of Budget Bureau-CSC recommendations in ARS, AMS, and FHA. Also, he will continue to develop and implement an effective Departmentwide cost reduction and operations improvement program and coordinate organizational studies.

These assignments will continue in the foreseeable future.

In order to provide staff support to Carl to implement these recommendations, George Knapp, Bill Hazel and Boyd Alexander, from OMASD, will be assigned to him. They will be working with appropriate officials of your agency.

Max Reid will continue to run the day-to-day operations of the Office of Personnel, working with Carl only on items of major importance in this area.

Joseph M. Robertson
Assistant Secretary for Administration

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

December 18, 1964

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Implementation of Title VI, Civil Rights Act of 1964

All Agency instructions concerning the implementation of Title VI of the Civil Rights Act of 1964 shall be submitted to my office for review and clearance prior to issuance.

Orville L. Freeman

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

December 21, 1964

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Work Measurement

Some time ago, you participated in a Work Measurement Project conducted by a Task Force chaired by Dr. Van Dersal of the Soil Conservation Service. Your Agency reviewed the Task Force Report on Work Measurement and sent reactions to the Secretary.

We are now ready to come to grips with the problem of using work measurement to produce information that is responsive to current priorities in the Department. One of these is employee productivity measurement. We need to develop productivity indices wherever feasible - either for whole agencies or for activities within agencies. Very few of the agencies surveyed had work measurement programs which could be directly useful in connection with productivity indices.

I have asked Carl Barnes to take on the job of working with you and giving some push to this effort. George Knapp, of the OMASD, will be working with Carl. Please establish a high priority on the effort in your Agency.

Will you please give Carl the name of the person you designate to provide leadership to this project.

Joseph M. Robertson
Assistant Secretary for Administration